Article 143C, page 73—

(As amended by the 7th list of corrections.)

Substitute the words "Controller of Currency" for "Comptroller General" in lines 1 and 2 of this Article.

[*9th list—1-7-15.*]

Article 143C, page 73—

(As amended by the 7th list of Corrections.)

Add the following new Clause :—

(3)	" Excise.	To country spirit contractors in Bengal on account of cost price of liquors supplied by them subject to a minimum limit of Rs. 100 and at a premium of one anna per cent."

[*9th list—1-7-15.*]

Page 73, Article 143 C—

Add the following as a new paragraph against clause (3) "Excise", as introduced by the 9th list dated 1-7-15.

"For remittance of distillers' price from one district to another, in Burma, at a premium of annas 8 for every Rs. 100 or fraction thereof."

[*10th list—1-10-15.*]

143C. To Officers in the Military Department for cash or in payment of cheques *at par*.*

(1) For *bonâ fide* public purposes to be clearly stated in the application.	To all Military Officers. If an application for a Remittance Transfer Receipt under this clause clearly specifies the purpose for which the transfer receipt is required, and contains a certificate by a responsible Military Officer, including Officers Commanding Volunteer Corps, that it is a *bonâ fide* public purpose, the Treasury Officer will issue the Remittance Transfer Receipt without further question; if he considers in any case that it is doubtful whether the purpose is a *bonâ fide* public purpose, he will, after issue, report the matter to the Accountant General for reference, if necessary, to the Controller of Military Accounts or Deputy Controller (in independent charge).
(2) Pay and Allowances . . .	(*a*) Of Military Officers on duty or on leave in India. To Paymasters, Deputy Controllers, Examiners or Divisional Disbursing Officers for remittance (beyond the military account circle in which serving. See Army Regulations. India, Vol. III, para. 65) of pay or allowances of a Military Officer on duty or on leave in India to the place where the officer actually is on duty or on leave. A remittance may not be made to an agent under this rule. (*b*) Of Military Officers out of India. To Paymasters, Deputy Controllers, Examiners or Divisional Disbursing Officers in favour of the Agents in India of a Military Officer who has embarked from any port in India on account of pay, etc., which became due to him between the dates of leaving his station and of embarkation, provided that payment has to be made in India.
(3) Printed forms	For remittances to the Superintendent of Government Printing, Rangoon, in payment for printed forms by Regimental Officers who get cash allowances for printing.
(4) Queen's Military Widows' Fund .	To an Officer who is a subscriber to the Queen's Military Widow's Fund to the amount of his subscription to that fund. To Honorary Secretaries of branches for remittances on account of the fund.
(5) Estates of Sepoys and Deserters .	For remittance of the estates of deceased sepoys and deserters.
(6) For Mess or Regimental purposes.	To Regiments or Committees of officers, provided the sum to be remitted exceeds ₹150.

NOTE.—The expression "regimental purposes" has reference to the purposes of Regimental Mess, Band and similar funds formed for the benefit of the regiment as a whole, and not of individuals. Remittances to meet payments for the purposes of a

* For the purposes of Article 143C the term "paymaster" is applicable to Officers Commanding regiments of Native Cavalry and Infantry, batteries of Native Artillery, detached half battalions, the Viceroy's and Governor's Body Guards, and the Officer Commanding the corps of Sappers and Miners or any of their companies. The term "paymaster" further includes the paymaster of the Karachi trooping depôt, and applies generally to all military officers entrusted with similar duties.

regiment which are chargeable to Government do not come under this clause, but under Article 143C (1).

143D. To Officers in the Military Department in payment of cheques only *at par*.

(1) For public purposes . . .	In the case of British Regiments of Infantry and Cavalry and Batteries or Companies of Royal Artillery, and Native Corps, in part-payment of any of the regimental cheques.
(2) For private remittances of British Warrant and Non-Commissioned Officers and men (Departmental and Regimental).	To the extent of monthly pay and allowances in part-payment of any of the Regimental Paymasters' or other disbursing officers' cheques.

NOTE.—The subscriptions of both Military and Civilian Members of the Indian Ordnance Department Provident Fund are collected monthly in cash and may be sent to the Secretary of the Fund by Remittance Transfer Receipts in one lump sum for each Ordnance Establishment.

(3) For private remittances of Native Officers and men of Native Corps.	To the extent of monthly pay and allowances in part-payment of the first cheque drawn in each month.

143E. To Officers in the Military Department *at a premium*.

(1) For private remittances of Military Officers in Military employ and Chaplains.	To Military Officers in Military employ and to Chaplains for sums in excess of R150 in part or in full of their pay, at the time that pay is drawn, at a premium of annas eight for every R100 or fraction thereof, and subject to the restriction that no Remittance Transfer Receipts shall be drawn by one Presidency town upon another, or by any treasury in Annexure A to this chapter upon any other treasury in the same column of the Annexure. For Chaplains, moreover, no Remittance Transfer Receipts can be drawn upon a treasury in another Presidency.

NOTE.—If a Military Officer requires a Remittance Transfer Receipt from a Civil treasury, he must tender a cheque on the treasury, or cash with a certificate from the Deputy Controller, Examiner of Military Accounts, Divisional Disbursing Officer or the Commanding Officer of a native battery or a native regiment to the effect that the amount forms a portion of the applicant's pay and allowances, and that he is entitled to the privilege of a transfer receipt.

(2) For purchase of Government Promissory Notes out of funds held in trust.	To Military Officers in Military employ in favour of the Comptroller General or Accountant General, Madras or Bombay, at the same rates of premium as are applicable to similar remittances made by Civil Officers.—Article 143B (2).

Issue of Remittance Transfer Receipts by Military Account Officers.

144. The following are the cases in which the issue of Remittance Transfer Receipts on Civil treasuries by Military Officers is allowed:—

By Deputy Controllers, Examiners, Divisional Disbursing Officers, Field Paymasters and Station Supply Officer, Aden.	These officers (see list in Article 397, Note 1) may grant Remittance Transfer Receipts upon any Civil treasury on which they have no assignments for making casual payments, for any of the purposes and subject to the conditions mentioned in Article 143 C, D and E.

These officers with the exception of the Station Supply Officer, Aden, may draw transfer receipts at par on any treasury in India for Military

Officers serving with an expeditionary force up to the limit of monthly pay and allowances, including staff allowances, provided that, when the means of remittance by postal money order are available, remittances by transfer receipts may not be made for sums of less than ₹50 in each case.

NOTE.—Remittance Transfer Receipts at par should not be used except by Field Paymasters for the purpose of making regular periodical payments.

Issue of Duplicates of Bills.

145. When satisfactory evidence has been given that a bill has been either lost or destroyed, and application is made within a reasonable period after issue and of course, therefore, before it has lapsed, a duplicate may, without reference to the Accountant General, be granted to the party who obtained the original, or to the payee, or the legal representative of either, but to no other person. If the bill should not have been presented for payment within three months, it will be necessary for the applicant to produce a certificate of non-payment from the drawee; the issue of this certificate will, of course, be no bar to the payment of the lost bill, if presented before the duplicate is paid.

Cancellation and Refund.

146. No bill can be cancelled without surrender of the whole set. Thus, if a duplicate or a triplicate has been issued, the bill can be cancelled only if the original *together with* the duplicate (and the triplicate if issued) be surrendered. Consequently no refund can be made on a lost bill; a duplicate must be obtained and payment taken at the treasury drawn on.

147. (*a*) *All* parts being surrendered, a bill may be cancelled and its amount refunded at discretion of the Treasury Officer, on the application and receipt of the remitter in the case of a public service transfer receipt, and of the payee in the case of a supply bill or private transfer receipt. If in either of the latter cases the receipt of the payee cannot be obtained, the remitter's application for cancellation, with explanation of the reasons for his request, and of the difficulty in the way of obtaining the payee's signature, should be submitted for orders of the Accountant General. Although no difficulty should be made about cancellation of public service transfer receipts, it must be clearly understood that either of the other classes can be cancelled only as an indulgence, and for cause shown. No premium which has been levied can be refunded; but if, under any very peculiar circumstance, it is thought advisable to cancel a supply bill on which discount has been allowed, the amount of discount must be deducted, and no more refunded than the net amount received on the bill.

(*b*) The special rules applicable to cancellation of a sepoy's remittance receipt are given in Article 152.

NOTE.—If alteration of the name only of the payee is required by the remitter, it will suffice for the drawer to alter the name in the bill (initialling the correction) and to advise the drawee.

Exchange.

148. (*a*) A Treasury Officer will grant a transfer receipt in exchange for one drawn on him—

if on the *public* service, only if the payee be a public officer and require the receipt to be exchanged for reasons to be stated in his application;

if for a *private* remittance, only if the payee have been removed to the neighbourhood of a treasury different from that originally drawn on.

(*b*) A supply bill cannot be exchanged.

NOTE.—A bill is said to be exchanged when the payee, being unable to appear and take payment in cash, applies for a new one, endorsing the original "Received payment by transfer" receipt on——

If he can appear and take payment in cash, his obtaining a new bill with the cash paid on the old one is a matter to be disposed of under ordinary rules.

Transfer Receipts to Sepoys and Policemen.

149. In the case of sepoys' and policemen's remittances, Commanding Officers will forward the Remittance Transfer Receipts to the payees direct. Descriptive rolls of the payees duly filled in and signed, will at the same time be sent to the Treasury Officers concerned.

NOTE.—The Commanding Officer, in the case of a policeman, is the District Superintendent of Police. There is no objection, if such a course is preferred, or is required by departmental rules, to his sending the Remittance Transfer Receipt to the District Superintendent of Police of the district in which the payee resides, who will deliver it to the payee after satisfying himself as to his identity.

150. These Remittance Transfer Receipts are payable to the parties described in the roll. In cases of doubtful identity, payment may be made on security at the discretion of the Treasury Officer.

151. If a sepoy payee be unable to attend the treasury but have endorsed the receipt, or in the case of demise of such payee, the payment may be made to the Adjutant of the regiment.

152. These Remittance Transfer Receipts, if not presented for payment at the expiration of six months from the date of issue, should be considered as cancelled, and if they are presented after that period, payment should be refused. Transfer receipts which have thus become uncurrent will be returned by the payee to the drawer for the issue of a fresh receipt, or for the refund of the amount, as may be required. Should such a receipt, whether original or duplicate, be lost in transit, report should be made to the local Accountant General, who will decide the case specially on its merits, sanctioning refund to the person indicated if it appears right. When the bill is six months old and therefore void, there need be no hesitation in permitting refund on production of a non-payment certificate from the treasury on which it was drawn.

NOTE.—These Remittance Transfer Receipts may also be cancelled as provided for in Article 147.

Annexure A.

[Referred to in Article 143E (1).]

List of Treasuries.

Column 1.	Column 2.	Column 3.
Agra.	Ahmedabad.	Bangalore.
Akyab.	Ahmednagar.	Bellary.
Allahabad.	Amraoti.	Berhampore.
Bareilly.	Belgaum.	Calicut.
Benares.	Bombay.	Cocanada.
Calcutta.	Broach.	Madras.
Cawnpore.	Indore.	Mangalore.
Dacca.	Karachi.	Ootacamund.
Delhi.	Poona.	
Ferozepore.		
Hyderabad (Deccan).		
Jhansi.		
Jubbulpore.		
Jullunder.		
Lahore.		
Lucknow.		
Mandalay.		
Meerut.		
Moulmein.		
Murree.		
Nagpur.		
Naini Tal.		
Patna.		
Peshawar.		
Rangoon.		
Rawalpindi.		
Simla.		
Umballa.		

Annexure B.

[Referred to in Article 143A (1).]

1. District Funds (including District and Local Board's Funds), Ajmer-Merwara, Coorg, Central Provinces, Burma, Assam, Bengal, Bihar and Orissa, United Provinces of Agra and Oudh, Punjab, North-West Frontier Province, Madras and Bombay.
2. District Road Fund, Bengal. and Bihar & Orissa
3. ~~Road Cess Funds, Central Provinces and Berar.~~
4. Pound or Cattle Pound Cess Funds, Ajmer-Merwara and Berar.
5. Dispensary Fund, Ajmer-Merwara.
6. ~~Education or Education Cess Fund, Central Provinces and Berar.~~
7. Jaglia Cess Fund, Berar.
8. Bazar Cess Fund, Berar.
9. Steam Boiler Inspection Fund, ~~Burma,~~ Bengal and Bombay.
10. District Chawkidari Reward Fund, Assam, Bengal, and Bihar and Orissa.
11. Road Patrol Fund, Bengal. & Bihar & Orissa
12. Village Chawkidari Fund, Bengal. & Bihar & Orissa
13. Rural Police Fund of Oudh.
14. Irrigation Cess Fund, Madras.
15. ~~Proprietary Estates Village Service Fund, Madras.~~
16. Bhadrachalam Estates Village Service Fund, Madras.
17. ~~Dharamsala Fund, Malwa, Central India.~~
18. ~~Fund for fines levied under section 34 of Act V of 1861, Berar.~~
19. District Cess Funds, Burma.
20. Police Funds.
21. Imperial Service Local Charges Fund.
22. Sambhar Badge Fund.
23. ~~Indian Famine Charitable Relief Fund.~~
24. Customs Badge Fund, United Provinces of Agra and Oudh.

Page 78, Annexure B, Chapter 9

Add a new item :—

"19—Jharia Mines Board of Health and Jharia Water Board, Bihar and Orissa."

[*10th list—1-10-15.*]

Page 78, Annexure B, Chapter 9—

Delete "Burma" from No. 9.

Add "and Bihar and Orissa" *after* "Bengal" *against items Nos. 2, 11 and 12.*

Cancel the following items :—

3, 6, 15, 17, 18 and 23 and renumber the items serially.

8th List—1-4-15.

Page 78, Annexure B—

Substitute the following for Item No. 19, as amended by the 10th list of corrections :—

"19. Jharia and Asansole Mines Board of Health and Jharia Water Board."

[*17th List—1-4-17.*]

Annexure B to Article 143A (1), page 78—

Substitute "Northern India Salt Revenue Badge Fund" *for* "Sambhar Badge Fu[illegible] *against item 22.*

1st List—10-3-13.

Chapter 10.—Budget.

Responsibility 153
Preparation 154
Communication of Sanction . . 156
Expenditure not provided for . 158
Inevitable Payments . . . 161

Responsibility.

153. The responsibility for the Budget Estimates lies with the Local Government, and they are accepted by the Government of India as the estimates not of the local Accountant General, but of the Local Government; and for any error or failure in the estimates the Local Government is primarily accountable. An Accountant General is bound to place the Local Government in possession of all the facts which he can supply, and (so far as he is permitted to do so) of his opinion and advice bearing upon the estimates; but he will not enter or alter any figure in his estimate without sufficient authority from the Local Government.

Preparation.

154. No minute rules can be laid down for the collection of local details and for the estimates of revenue and charge, as each Local Government has power to make such arrangements as may seem to it best; only every head of an office will prepare a *complete* estimate, including the salaries and the contingent and other charges of his establishment; thus the Treasury Officer may not be called on to prepare the estimate for the civil courts and all other offices in the district, nor may the local estimate be for the variable charges only.

1. What are called fixed establishments are not irrevocably fixed for all time, and should be brought under the formal review of heads of departments from time to time; even when there is no thought or intention of making any change in establishments, it would still seem to be desirable that heads of departments should review the entire estimate of the requirements of their departments.

2. When Local Governments propose to provide in their estimates for any considerable expenditure out of accumulated balances, the proposals must be forwarded to the Government of India in advance of the estimates for separate consideration.

155. The following are the chief rules for the preparation of the Budget Estimate:—

(*a*) It should be for what is expected to be actually received or paid (under proper sanction) during the year, including the arrears of past years,—not for the demand or the liabilities falling due within the year. In no case are net receipts or net charges to be entered, but the gross transactions in full.

(*b*) For fixed charges the detailed estimate should show the full amount of the sanctioned scale (in the case of progressive salaries, the actual salary which is being earned on 1st April of the year for which the estimate is made, without reckoning any future increments), and where it is found by experience that a saving will arise from absence or other cause, a lump deduction may be made.

(*c*) The columns of numbers must be carefully checked; the rate of pay should be stated, whenever possible, in order to admit of verification with the column of charge. Variations in the columns of numbers as well as in amount should be explained. If they rest on an order of Government, the number and date should be quoted.

(*d*) For all fixed recoveries and fixed payments (other than establishment charges) the sanction fixing the amount should be quoted.

(*e*) Opposite every item of fluctuating charge, such as travelling allowances, contingent charges, official postage, and the like; note in red ink should be made of the actual expenditure of each of the three years last past, together with a brief explanation of any abnormal variation; and in all cases where estimates for the coming year differ from those of the preceding year, full explanation must be given.

1. In the case of contract contingent charges, only the sanctioned allotment should be shown.

2. The estimates of contingent charges should be checked by the controlling officer upon comparison of the expenditure of various offices.

(*f*) The estimate of receipts and varying charges should not be merely an arithmetical average of three years' figures. The average is a guide, but it should not be taken absolutely.

(*g*) No new charge may be included in the budget until sanctioned by competent authority, but a note may be made, at the end of the budget (with explanation) of any fresh charge that is expected to be sanctioned and to come in course of payment during the year to which the budget relates. And under the special sanction of the Head of the Administration concerned (which must be communicated to the Accountant General), provision may be made in the Budget for such fresh charges as are likely to be formally sanctioned and paid during the year to which the Budget relates.

NOTE.—It not unfrequently happens that an establishment or some special allowance is sanctioned for an official year, and the charge for the last month of the year only becomes due when the new year has commenced, and must be taken against the grants of that year; provision should be made accordingly.

(*h*) Every department will provide for the whole receipt and charge with which it deals finally; thus, when the Public Works Department collects irrigation revenue, it will estimate for it.

(*i*) As charges for the freight paid in India on stores received from England will be borne by the department against which the cost of the stores is charged in the home accounts, provision will be made in the departmental estimate.

Communication of Sanction.

156. The Accountant General, as soon as he receives from the Comptroller General the last budget notes relating to his province, will revise the budget figures and work out the grants for Civil Departments as finally sanctioned. He will then send advices to all disbursing and controlling officers, showing the amounts allowed for the contingencies and fluctuating expenditure of every office.

Page 81, Article 157—

Substitute the following for the first two sentences of this Article—

"The grants sanctioned in the Budget are for the service of a whole department, and the Government of India do not concern themselves with the detailed distribution thereof. The powers of a Local Government or Administration to transfer an ascertained saving under one head to meet new charges or a probable excess under another are to be found in Article 295, Civil Account Code."

1. The fact of a charge which requires special sanction having been included and passed in a budget is no authority for its payment.
2. There is no need to communicate sanction for fixed charges, refunds, or interest.
3. The Accountant General need not notify any grants to the Treasury Officers.

157. The grants as made by the Supreme Government are for the service of a whole department, or, as the account phrase goes, for *major* heads. With the district distribution of the grant the Supreme Government does not concern itself, nor does it interfere with the transfer of an ascertained saving on one section of a department to meet new wants of another. But when the grant for a major head as a whole is likely to be exceeded the Accountant General should not report the savings under any minor head subordinate to that major head as available for re-appropriation to meet excess expenditure under a different major head; the savings may, however, be appropriated to meet excesses under other minor heads so long as the excess under the major head is not thereby increased.

Expenditure not provided for.

158. Expenditure which cannot be met from the grant made at the beginning of the year for the service of the department to which it appertains, requires *ipso facto*, and apart from all other rules, the sanction of Government. Every application for such sanction must be made in time to have orders passed on it by the proper authority before the end of the year and must be accompanied by a statement in Form 17, showing how the expenditure is proposed to be met. A copy of this statement should be forwarded by the sanctioning authority, together with the order of sanction, to the Audit Officer who should accept no sanction unless covered by a specific re-appropriation, where re-appropriation has been made from an existing grant, the audit should be conducted against the reduced grant.

NOTE.—In these applications the figures of the Budget Estimate must be given and not those of the Revised Estimates. Column 3 of Form 17 must show the amount sanctioned by Government in the *Budget Estimates*: if re-appropriations have been made subsequently, the alterations sanctioned up to date must be shown by *plus* and *minus* figures supported by explanatory memos. It is not convenient that the Revised Estimates should be in any way connected with such applications, as the acceptance of the former does not imply any sanction to the expenditure included in them and they cannot be used for purposes either of budget control or of audit.

159. Save for exceptional reasons, expenditure for which no provision has been made in the estimates of the current year should not be proposed, and cannot be sanctioned; in the absence of special arguments the Government of India assumes that any expenditure proposed is intended to have effect from the beginning of the following financial year, and not earlier.

NOTE.—In all applications for sanction to expenditure, it should be distinctly stated whether provision for the proposed charge has or has not been made in the Budget Estimate of the year; and, if not, whether it can be met from savings in the existing grants.

160. Whenever, therefore, a proposition is made under Article 158, the fact that provision has not been made for the desired expenditure in the estimates should be prominently set forth, as well as the particular reasons why it is, nevertheless, considered indispensably necessary that

the outlay should be immediately incurred, and should not be postponed to the next financial year. Explanations should also be invariably given why the need for the expenditure was not foreseen in time to obtain sanction for its inclusion in the estimates.

Inevitable Payments.

161. The want of provision in the estimate does not operate to prevent payment of any sums really due by Government, nor the want of sanction to prevent record of any actual payment.

162. Money indisputably payable should never be left unpaid; and money paid should under no circumstance be kept out of the accounts a day longer than is absolutely necessary. It in no way promotes economy to postpone inevitable payments, and it is an object of very great importance to ascertain, liquidate, and record the payment of all actual obligations at the earliest possible date.

Page 83, Article 164--

For "Post Office or the Telegraph" *substitute* "Postal and Telegraph."

Page 84, Article 164 B—

For "Post Office and Telegraph," *in the last sentence, substitute* "Postal and Telegraph."

[*18th List—2-7-17.*]

ıge 83, Article 164--

For " Post Office or the Telegraph " *substitute* " Postal and legraph."

ıge 84, Article 164 B—

For " Post Office and Telegraph," *in the last sentence, substitute* 'ostal and Telegraph."

[*18th List—2-7-17.*]

Chapter 11.—Government Securities in Trust.

Extent of Application of Rules	163	Publication of Accounts	171
Custody	164	Provincial and Municipal Debentures	172
Sale or Purchase	168	Investments by Public Officers	173
Commission	170		

Extent of Application of Rules.

163. All Government Promissory Notes deposited with a Government officer *ex-officio* are to be dealt with under the rules in this chapter, except—

(1) Securities vested in a Bishop or Archdeacon.
(2) Securities deposited with a High Court, the Chief Court of the Punjab, or of Lower Burma; but, if any of these Courts so direct, the procedure laid down in this chapter may be applied to such deposits.
(3) Securities deposited in the Indore Residency Treasury by Native Chiefs of Central India.
(4) Securities deposited with Administrators General.
(5) Securities deposited for salt credits in Bengal, Bihar and Orissa, Assam, Madras and Bombay.
(6) Securities deposited with a Controller of Military Accounts by a Bank as security for the amount of regimental funds held by the Bank.

NOTE.—Government Promissory Notes held by Municipalities, Port Trusts and any other public corporations may, at their discretion, be deposited with the Government under the rules in this chapter, but no public officer shall accept or hold such deposits *ex-officio* in any other way than as here prescribed.

Custody.

164. When Government Promissory Notes are deposited with a Government officer for more than twelve months and it is the wish of the depositor to draw interest on them during the period of deposit, he should, after drawing all interest due upon them at the time, endorse them as follows:—

If the officer with whom the notes are deposited is in the Post Office or the Telegraph Department "Pay to the Accountant General, Post Office and Telegraphs" or "Deputy Accountant General, Post Office and Telegraphs."

In other cases—In the Madras Presidency—"Pay to the Accountant General, Madras."

In the Bombay Presidency—"Pay to the Accountant General, Bombay."

In Bengal when the officer is in matters of account and audit under the Accountant General, Bengal—"Pay to the Accountant General, Bengal."

Otherwise—"Pay to the ~~Comptroller~~ General."

NOTE.—With a view to prevent receipt of stolen notes, Government officers may decline to accept notes as a security deposit unless they have been enfaced for payment of interest at the Treasuries in which they are to be deposited. If there is any doubt about the regularity of the endorsements, the depositor may be required to have the note renewed in his own name.

164A. When notes are deposited as security for more than one year, and interest is not to be drawn while they are thus deposited, they should not be endorsed as in the preceding article, but will remain in the name of the depositor.

164B. The Government officer who receives the notes will forward them in halves in registered covers, for custody, to the Comptroller ~~General~~ or the Accountant General, Bengal, or Madras, or Bombay, or the Accountant General, Post Office and Telegraphs, as the case may be, through the account officer mentioned below.

If the officer is in the Military Department—~~Controller of Military Accounts (including Supply) or Deputy Controller in Independent charge~~.

If the officer is in the Marine Department—Controller of Marine Accounts, Calcutta.

In all other cases—Civil Accountant General. Except in the case of the Post Office and Telegraph Department when they should be sent to the Accountant General, Post Office and Telegraphs, direct.

165. With each despatch of notes a covering list in duplicate in Form 18 (foolscap size) is to be sent.

1. The officer who sends the notes should be careful that the chain of endorsements on the note is complete,—that is, that the persons or officers who endorse the notes away are the same as those in whose name they already stand or to whom they have been endorsed. An endorsement signed "for" any other person is invalid unless the endorsement is supported by a power-of-attorney.

2. Endorsements to or by any person "in trust for" any other or "trustee of" anything are also invalid. All words relating to the trust must be expunged under the initials or signature of the person in whose endorsement they occur.

3. Endorsements written upon a piece of paper which joins the two halves of a note are also invalid.

4. These, and like defects, should be at once cured, else they will inevitably give rise to much trouble when the note comes to be renewed or sold.

166. (*a*) Notes on which interest is to be drawn will be converted into stock of the loans to which they severally appertain, unless at the written request of the depositors the account officer mentioned in Article 164B desires that they should be transferred to the $3\frac{1}{2}$ per cent. loan of 1865 in the case of notes belonging to any of the $3\frac{1}{2}$ per cent. loans, in which case they will be converted into stock of that loan. The interest falling due upon the stock will be remitted without deduction of income tax periodically to the account officers concerned by whom it will be distributed after deducting the proper income tax and commission, by payment orders among the depositors.

(*b*) The currency of these orders of payment is limited to six months. If any are presented for payment after that period the presenter should be referred to the officer who issued the cheque.

Substitute the words "Controller of Currency" *or* "Controller" *for the words* "Comptroller General" "Head Commissioner of Paper Currency" *or* "Head Commissioner" *respectively in the articles quoted below :—*

164—last sentence.
164B—1st sentence.
169 (*a*).
169 (*c*).
172—lines 4 and 9.
182 (*b*)—last sentence.
214A. (*b*) (2).
566A., rule 1.
569—Note 2.
583 (*a*).
627 (*b*).

7th List—15-1-15.

The following corrections are made in the Civil Account Code, Volume I, due to the Introduction of the Divisional system in the Military Accounts Department:—

Article 164B, page 84—

In paragraph 2 for the words "Controller of.....Independent Charge" *substitute* "Controller of Military Accounts" *or* "Controller of Military Supply Accounts."

(c) Such notes will be delivered up or sold upon application from the officer who forwarded them, made to the account officer to whom he forwarded them. The account officers, save where they have received orders from the Local Government that the securities pertaining to any endowment are not to be sold or given up without the orders of Government, act purely as the agents of the officers from whom they received the notes; and the latter must be responsible that they do not realize, or sell, or return any notes which according to the trust under which they are held, they have no power to realise, or sell, or return.

1. It should be observed that when a note is delivered up under this rule, it will not be the identical note which was sent for custody, but only another note of the same loan or of the loan to which the original note had been transferred.

2. An officer applying for delivery of a note should always specify at what treasury he wishes it to be enfaced for payment of interest.

3. Stock certificates will be sent in lieu of promissory notes if so desired.

167. Cancelled.

167A. When Government Promissory Notes are deposited with a Government officer for 12 months or less or when they are deposited for more than 12 months but the depositor does not desire to draw any interest during the period they will remain in the name of the depositor, and will not be endorsed by him to any Government officer. The Government officer receiving the deposit will see that the notes stand in the name of the depositor and that the contract or other document executed by the depositor conveys authority to Government to appropriate or cancel the notes if the contract is not fulfilled. After satisfying himself on these points the Government officer receiving the deposit will lodge the notes for safe custody in the nearest Civil Treasury, except in the Presidency town of Calcutta, where the notes will be lodged with the Comptroller General, Accountant General, Bengal, and Accountant General, Post Office and Telegraphs, as the case may be, and the Presidency towns of Madras and Bombay where they will be lodged with the Accountant General, Madras or Bombay, respectively. The depositor may draw interest on these notes by tendering receipts in the usual form countersigned by the officer with whom he deposited them.

167B. (a) Notes received for safe custody under the preceding article must at once be entered in a register in Form 68, but no record need be made in it of any interest payments.

(b) A receipt should be given for all notes so deposited in the same form as the register, the column giving particulars of the return being omitted. The receipt should be reclaimed when the notes are returned.

(c) The return of a note should be noted at once in the register in the column provided for the purpose.

Sale or Purchase.

168. If it is desired to sell a Government Promissory Note held in custody under Article 166, application should be made to the account officer, who will arrange for the sale and will remit the proceeds.

169. (a) When an officer wishes to purchase a note out of any funds which he holds in trust, he should obtain in favour of the Comptroller

General or the Accountant General, Bengal, Madras or Bombay, as the case may be, a transfer receipt [see Article 143B (2)] or if it is cheaper, a Presidency Bank draft, for the amount of the market value *plus* 5 per cent. to cover any payment that may be necessary for interest due on the notes as well as the commission of one-eighth per cent. mentioned below.

(*b*) If the note is to be retained for safe custody, the transfer receipt and the application for purchase should be forwarded to the account officer mentioned in Article 164B, who will arrange for the purchase and send due intimation thereof.

(*c*) If the note is not to be so retained, the transfer receipt and application may be sent direct to the Comptroller-General or Accountant General, Bengal, Madras or Bombay, as the case may be, who will send the note when purchased together with an account and an order for the balance to be refunded.

NOTE 1.—An officer applying for the purchase of a Government Promissory Note should always specify whether the purchase should be of 3 per cent. or 3½ per cent. paper.

NOTE 2.—When a security deposit is held in the Post Office Savings Bank [Rule 45 (*g*) of the Post Office Savings Bank rules] the officer to whom the Savings Bank Pass Book is pledged may, if the depositor so desires, invest the amount of the deposit in Government Securities through the Accountant General, Post Office and Telegraphs. The officer may also keep the notes, after purchase, in the custody of the Accountant General, Post Office and Telegraphs, and have the interest on them credited in the depositor's Savings Bank account.

Commission.

170. A commission of one-eighth per cent., in addition to any actual outlay on brokerage, is charged by each of these officers for the purchase and sale of Government Promissory Notes; and a commission of one-quarter per cent. for drawing and remitting the interest. Commission at these rates is deducted from the payments next due to the body or person interested, and credited as Miscellaneous Revenue.

1. The fee of one rupee, levied by the Public Debt Office, for issue of a new note, is also charged against the officer on whose part it is required.

2. Security deposits of Government servants are exempted from this commission.

3. Security deposits of Banks holding regimental funds under Financial Department Resolution No. 3956-A., dated 22nd July 1902, are exempted from commission for drawing interest.

4. This commission is also not charged on investments made through the Post Office Savings Bank referred to in Article 169, Note 2.

Publication of Accounts.

171. Every account officer who receives notes under Article 164B is required to publish at the end of each calendar year a list of the notes in his custody. Every Government officer with whom a note has been deposited *ex-officio* should watch for this publication, and bring to notice any omission or error in which he is concerned. The lists will be made up in Form 19 and published as soon after January 1st of each year as they can be made up.

Provincial and Municipal Debentures and Port Trust Bonds.

172. Provincial and Municipal debentures and Port Trust bonds deposited with a Government officer, *ex-officio*, will be forwarded to the account officer mentioned in Article 164B. The Provincial debentures will be passed on to the ~~Comptroller-General~~ or the Accountant General, Madras or Bombay, in the same way as Government Promissory Notes. The Municipal debentures and Port Trust bonds will remain in the custody of the local account officer, if the interest is payable at the local Public Debt Office or branch of the Bank of Bengal, otherwise they will be sent by him to the Comptroller-General, the Accountant General, Madras, Bombay, Burma, United Provinces, the Punjab and Bihar and Orissa, and the Comptroller, Central Provinces and Assam (who will be regarded as the Central Account Officer in respect of the custody of the debentures), according as the interest is payable at Calcutta, Madras. Bombay, Rangoon, Allahabad, Lahore, Ranchi, Nagpur or Shillong. The Central Account Officer will draw the interest (to be credited in the exchange account between the officers concerned) as it falls due, and the local account officer may issue the payment order to the responsible officer or depositor concerned, as the case may be, on the interest date.

Investments by Public Officers.

173. The following are the rules regarding investments in securities for funds held in trust by public officers for some public or *quasi*-public purpose or on behalf of Government:—

I. Subject to the exception referred to in Rule III, all investments in securities of trust funds held by a Government officer for a public or *quasi*-public purpose, such as the maintenance of a dispensary, school or the like, shall be made in Government Promissory Notes only, and all securities other than Government Promissory Notes coming into the possession of any Government officer in virtue of his office to be held in trust for such purposes shall be converted into Government Promissory Notes.

II. All trusts for such purposes as those indicated in Rule I shall, subject to the exception stated in Rule III, stand in two names and instead of the personal name of an officer of Government his official designation shall, if possible, be employed. All securities held under such trusts will, subject to the same exception, be dealt with in accordance with the provisions of Resolution by the Government of India in the Finance Department, No. 276, dated 30th April 1880. The Local Government should declare what trusts represent permanent endowments and should issue orders to the Accountant General that securities appertaining to such permanent endowments are not to be sold or given up without the orders of Government. The Local Government should also, in the case of any trust standing

in the name of one officer only, issue instructions declaring what second officer should be associated in the trust.

III. If in any case owing to any legal or other difficulty the orders prescribed in Rules I and II cannot be carried out, or if in any case it is not considered desirable to carry them out, the facts of the case should be reported to the Local Government, and the Local Government should, by special orders, make such arrangements as may be necessary to protect the interests of Government and to secure the safety of the trust funds or securities.

Page 89, Article 175—

For the territories specified against "The Comptroller, Central Provinces," *in the list given under this Article, substitute :—*

"Central Provinces and Berar."

[*18th List—2-7-17.*]

Page 89, Article 176, Rule 3—

For the words 'Comptroller General' *in line 2, substitute* 'Controller of Currency.'

(*21st List—2-4-18.*)

e 89, Article 175—

or the territories specified against "The Comptroller, Central Provinces,"
ie list given under this Article, substitute :—

"Central Provinces and Berar."

[*18th List—2-7-17.*]

Page 89, Article 175—

For the territories specified against "The Accountant General Punjab," in the list given under this Article, *substitute—*

"Punjab, North-West Frontier, and Delhi Provinces"

(12th List—3-1-16.)

Chapter 12.—Charitable Endowments.

Special Rules	174	Vesting of Property in Treasurers	176
Treasurers of Charitable Endowments	175	Investment of Floating Funds .	176A
		Fees	177

Special Rules.

174. The following special rules relate to Charitable Endowments under Act VI of 1890:—

Treasurers of Charitable Endowments.

175. Under section 3 (1) of that Act the following officers have been appointed Treasurers of Charitable Endowments for the territories specified against them:—

Officers.	*Territories.*
The Accountant General, Madras	Madras Presidency.
Ditto Bombay	Bombay Presidency.
Ditto Bengal	Lower Provinces.
Ditto United Provinces of Agra and Oudh.	United Provinces of Agra and Oudh.
Ditto Punjab	Punjab including N.-W. Frontier Province.
Ditto Burma	Burma.
Ditto Eastern Bengal and Assam . .	Eastern Bengal and Assam.
The Comptroller, Central Provinces	Central Provinces.
The Accountant General, Madras	Coorg.

Vesting of Property in Treasurers.

176. When the Local Government has passed an order vesting any property in the Treasurer of Charitable Endowments, the title-deeds, or, if the property consists of securities, such securities (in halves), should be forwarded to him under registered cover. The vesting order of itself operates to transfer the securities to the Treasurer, and there is no necessity for the endorsement to him by the previous holders.

1. The securities which may be vested in the Treasurer of Charitable Endowments are described in section 4 (3) of the Act.

2. If the securities are already in the custody of the Accountant General, he should be asked to transfer them from his general accounts to the accounts which he keeps as Treasurer of Charitable Endowments.

3. Government Promissory Notes held by Treasurers of Charitable Endowments, other than those of Madras and Bombay, should be forwarded to the Comptroller General for custody under the rules in Chapter 11.

Investment of Floating Funds.

176A. The floating funds of an Endowment may with the sanction of the Local Government be kept as a Local Fund; or the same authority may prescribe other depositories, *e.g.*, the Postal Savings Banks or Private Banks.

Fees.

177. (*a*) The fees payable in respect of property vested in the Treasurer are, in the case of property other than securities for money, the actual charges incurred by the Treasurer in the discharge of his functions in respect of the property.

(1) In the case of securities for money—

(*a*) For the purchase and sale of securities, a commission of one-eighth per cent. in addition to any actual outlay on brokerage.

(*b*) For drawing interest, a commission of one-fourth per cent.

(*c*) For remitting interest, the actual charges incurred.

(2) In the case of property other than securities for money, the actual charges incurred by the Treasurer in the discharge of his functions in respect of the property.

(*b*) The Treasurer may deduct any fees payable to the Government on account of any endowment from any money in his hands on account of such endowment. If he holds no such money, the amount should be claimed from the administrators.

Page 90, Art. 177—

Omit the sub-clauses (1) and (2) under clause (a) from this Article.

3rd List—30-9-13.

Chapter 13.—Interest on Government Paper.

Enfacement for Payment	178
Register of Enfaced Notes	179
Payment of Interest	182
Endorsement—	
New Owner	186
Native Female	187
Married European Female	188
Attorney	189
Judge	189 A
Heir, Executor, etc.	190
Owners in Foreign States	192
Place of Signature	193
Renewal necessary	194
Counterpart	195
Payment of Interest to Joint-holders	197
Death of a Joint-holder	198
Notes held by Native States	199
Receipt for Interest	199 A
Record of Payment	199 C
Renewal of Notes	200
Consolidation and Sub-division	212
Conversion of Notes	214
Special Notes for Native States	214 A
Powers-of-Attorney, etc.—	
Registration	215
Stamp Duty	219
Rules	221
Registry of Endorsements	222
Lost Notes	223
Erasures	224
Vernacular Documents	225
References to Public Debt Office	226
Provincial Debenture Loans	227

Enfacement for Payment.

178. (*a*) Interest on securities of the Government of India can be made payable at any Indian Treasury on application to the Public Debt Office, Bank of Bengal, Calcutta. The note must be forwarded with the application, and will be returned enfaced for payment as desired, and bearing an endorsement in the following form under the initials of the Superintendent of the Public Debt Office:—"Interest for the half-year, or up to 190 , paid on this note." In the case of new notes, on the reverse of which provision has been made for recording each payment, this endorsement is unnecessary.

NOTE.—Enfacement for payment of interest should be made lengthways across the note so as to extend to both halves of it.

N.B.—The Public Debt Office in Calcutta requires the renewal of all notes on which the payment of interest is re-transferred to Calcutta. See Article 194 (*b*) (1).

(*b*) Notes enfaced for payment of interest at any treasury in Madras or Bombay may, on the application of the holder, be transferred by the treasury in Madras to the Presidency Bank of Madras, and by the treasury in Bombay to the Presidency Bank of Bombay. Before making the transfer the Treasury Officer will see (1) that the note is enfaced for payment of interest at his treasury and is entered on his register (Article 179), (2) that the application is made by the holder, (3) that there are vacant spaces on the back of the note for endorsements and for noting interest payments, and (4) that there is space on the face of the note for the order for transfer. If satisfied on these points, and if no other objection occurs to him, the Treasury Officer will write the words "enfacement cancelled" with his signature and official designation across the existing enfacement on the note, and under it fill up the new enfacement, making the interest payable at the Bank of Madras or Bombay, as the case may be. He will simultaneously note the transfer in his Register (Article 179) and send advice to the Public Debt Office, Calcutta, and the Bank concerned, in Form 20.

(*c*) Notes enfaced for payment of interest at the Presidency towns of Madras and Bombay may, on the application of the holder, be transferred by the Bank of Madras to any treasury in the Madras Presidency, and by the Bank of Bombay to any treasury in the Bombay Presidency. In these cases advice of transfer should be sent to the treasury and to the Public Debt Office, Bank of Bengal, Calcutta, as prescribed in the preceding rule.

(*d*) The Banks of Madras and Bombay are also authorised to enface notes for payment of interest at Bombay and Madras, respectively, sending advice of the transfer to the Bank concerned and the Public Debt Office, Calcutta. They may also re-transfer notes for payment of interest at Calcutta.

(*e*) In all other cases of re-transfer, application should be made to the Public Debt Office, Bank of Bengal, Calcutta, either through the treasury at which the interest is payable, or direct to the Public Debt Office.

(*f*) Notes on which interest is payable in the Presidency of Madras or of Bombay can be transferred to the London register by the Bank of the Presidency concerned. Enfacements to London made by the Bank of Bengal or Madras or Bombay may also be cancelled by the Bank of Madras or Bombay. All such enfacements and cancellations must, however, be reported at once to the Bank of England and to the Public Debt Office in Calcutta.

Register of Enfaced Notes.

179. When advice of an enfacement is received by a Treasury Officer from the Public Debt Office, he will make the requisite entry in a Register, Form 21, ~~a separate section of the register being set apart for~~ the notes of each loan. Whenever interest on any note entered in this Register remains undrawn for 20 years or more the note should be struck off the Register, the reason for doing so being recorded in ~~the Remarks column of Form 21.~~ thereon.

180. A list of current loans is appended.

3½ per cent. loans.

Of 1842-43, dated 1st February 1843.
,, 1854-55, ,, 30th June 1854.
,, 1865, ,, 1st May 1865.
,, 1879, ,, 16th January 1879.
,, 1900-01, ,, 30th June 1900.

3 per cent. loan.

Of 1896-97, dated 30th June 1896.

The following list shows the loans which have been notified for discharge, some notes of which are still unpaid but bear no interest :—

Five-and-half per cent. loan of 1859-60; 5 per cent. loan of 1825-26, 1841-42, 1854-55 (for P. W.) and 1856-57; 4½ per cent. of 1870, 1878, and 1879; 7 shillings sterling per cent. portion of 4½ per cent. loan of 1879, dated 15th September 1879; 4 per cent. of 1824-25, 1828-29, 1832-33, 1835-36, 1842-43, 1854-55, 1865, and the reduced 4 per cent. of 1879; 4 per cent. loan of Mysore Family, 4 per cent. East India Commuted Stock, 4 per cent. stock receipts of 22nd April 1854, and reduced 4 per cent. loan of 4th July 1881, Treasury Bills at 2½ pies per R100 per diem; and 3½ per cent. loans of 1853-54 and 1893-94.

181. A list of notes on which interest is payable at any treasury on the 31st December of each year should be compiled from this register as

Page 92, Article 178 (e)—

Add at the end :—

Advices of Enfacements made and cancelled are issued forthwith to the Treasury Officers concerned.

[*10th list 1-10-15.*]

Article 179, page 92—

Substitute the words "a separate register being maintained for" *for the words* "a separate section.....for" *in line 3 and the word* "therein" *for* "in the Remarks column of Form 21" *in the last sentence of the article.*

Article 179, page 92—

Insert the following as a note under the above article:—

"Simple advices of enfacement and cancellation should be preserved for five years and other correspondence for ten years."

[*9th list—1-7-15.*]

Page 92, Article 179—

Cancel the correction in the third line inserted by the 7th list of corrections and insert the following as second sentence.—

"Similarly on receipt of advice of cancellation of an Enfacement the entry relating to the Enfacement will be deleted."

[*10th list—1-10-18.*]

Article 181, page 93—

In lines 2 and 3 for the words " will be.....blank " *substitute the words* " should show the numbers and amounts of notes and the No. and date of advices authorising payment of interest as shown in Columns 1, 2, and 4 of Form 21."

soon as possible after the close of the year and forwarded to the Public Debt Office at the Bank of Bengal, Calcutta. The list will be in the form of the register, but the column of remarks will be blank and there should be a separate list for each loan. Before submission to the Public Debt Office totals of the lists should be very carefully made. There should be a separate total for each loan.

NOTE.—A blank return should be sent by those treasuries which have no notes enfaced for payment of interest at them.

Payment of Interest.*

182. (*a*) On presentation of a Government security for the realisation of interest due, it is necessary to see that it has been duly enfaced for the payment of interest at the treasury, and that advice of the same has been received and registered. Interest should not be paid on a Government security unless duly enfaced; also, if the Superintendent's endorsement mentioned in Article 178 is not on the note, the Treasury Officer cannot pay interest, but must return the note to the Public Debt Office, in order that the omission may be supplied.

(*b*) Also, if interest has been left undrawn for ten years, the Treasury Officer's authority to pay it shall be taken to have lapsed, and further interest cannot be paid without a special reference to the Public Debt Office to ascertain that there is no objection to such payment. When the period of non-drawal amounts to 20 years or more, interest cannot be paid except under the orders of the Comptroller-General.

NOTE.—If the notes are a first issue under an open loan, or are in the form containing, on the back, cages for record of payment of interest, no Superintendent's endorsement is required or should be called for.

183. Payment at Mofussil Treasuries of interest upon Promissory Notes of the Government of India is made subject to the following conditions, that is to say—

First.—That the person to whose, or to whose agent's, receipt payment is made is either the person in whose name the note was originally issued, or one who derives his title from the said person by a regular chain of endorsements of the form described in Article 184.

NOTE 1.—No notice will be taken of any trust appearing in an endorsement of transfer or receipt for interest. When a note is endorsed to, or receipted by, any person, in his capacity of trustee or in any other representative capacity, such person will be treated in all respects as the true owner of the note.

NOTE 2.—A note, blank endorsed by the holder, is not receivable at any Government treasury or at the Public Debt Offices in the Presidency towns. The holder of any such security will therefore be required to specially endorse the same before submitting it for payment of interest.

Second.—That all the endorsements upon the note, whether of transfer or of payment of interest, are clear and distinct; that there are no cross-endorsements; and that there

* Interest at treasuries is necessarily paid for full half years, but as between seller and purchaser of promissory notes the interest is ordinarily calculated as follows :—

I. Interest to be paid by the month, each month to be taken as one-twelfth of a year, and to consist of thirty days or parts.

II. In cases where it may be necessary to calculate interest on the fractional parts of a month of thirty-one days, the extra day is to be neglected.

remains room for a clear and distinct endorsement for renewal and for interest accrued.

Third.—That the note itself is not mutilated or torn. (Division into an upper and a lower half does not reckon as mutilation if the two halves are firmly rejoined.)

N.B.—In the case of a note which is open to objection on any of the grounds mentioned in the second or third condition of this article, the holder thereof shall be required to receipt the same for renewal, and payment of interest on such note shall be refused until the note is actually renewed.

184. The form of endorsement referred to in the first condition must be one of the following, each being "(signed) A":—

(1) "Pay to B."
(2) "Pay to B or order."
(3) "Pay to B and C jointly."
(4) "Pay to B and C or their joint order."
(5) "Pay to B or C."
(6) "Pay to B or C or order."
(7) "Pay to B and C or either of them."
(8) "Pay to B and C or either of them or order."
(9) "Pay to B, C, D and E or to any one (or more) of them."
(10) "Pay to B, C, D and E or to any one (or more) of them or order."

in which A, the endorser, is either a personal name, without addition of official capacity or of legal status (such as administrator, etc.), or is the name or usual signature of a well-known firm; A being the holder according to the tenor of the note and endorsements, preceding that signed by himself. There are, however, certain exceptions to this rule, for which see Notes 1, 2, 3 and 4 under Article 185.

185. It should be noted that if A is, according to the tenor of the note or endorsements, holder in any other than his personal capacity, an endorsement is not legally valid if it is made in his personal capacity only, whereas if it is made in any other capacity the Treasury Officer must, in conformity with the present orders, require renewal to be applied for. One effect of this order, therefore, is to cause reference to be made to the Public Debt Office in every case of endorsement by such a holder, except in the cases following:—

1. In the case of the public offices named below, a Government security may be made or endorsed payable to, or to the order of, the holder for the time being of the offices, by the name of the office:—

Office of Comptroller and Auditor General.
" Accountants General.
" Comptrollers.
" Controllers of Military Accounts.
" Military Accountant General.
" Examiners of Accounts.
" Examiner of Military Works Accounts.
" Accountant General, Postal and Telegraph Accounts.
" Secretaries to the Government of India.
" Secretaries to Local Governments and Administrations.
" Consulting Engineer for Railways (Madras).
" Superintending Engineers.
" Executive Engineers.
" Masters of the Mint.

Office of Director General of Posts and Telegraphs.
" Postmaster General and Deputy Postmasters General.
" Administrative Medical Officer, North-West Frontier Province.
" Chief Account Officer, Salt and Customs, Bombay.
" Administrator General, Bengal.
" Administrator General, Madras.
" Administrator General and Official Assignee, Bombay. see slip
" Official Assignee, Bengal.
" Official Trustee, "
" Secretaries to Board of Revenue.
" Commissioners.
" Collectors, Magistrates, Judges.
" Deputy Commissioners.
" Treasury Officers.

Article 185, Note 1, page 95—

Add the following name to the list of offices attached to this note:—

Municipal Commissioner for the City of Bombay.

1st List—10-3-13.

Page 94, Article 185, Note 1—

Add to the list :—

"Office of the Registrar, Chief Court, Lower Burma."

13th List—1-4-16.

Article 185 (1), page 94—

For the entry "Office of the Administrator General and Official Assignee, Bombay" *in the list under this article substitute as separate entries :—*

"Office of the Administrator General, Bombay.
" Official Assignee, Bombay."

7th List—15-1-15.

Page 94, Article 185—Note 1—

Add to the list under this note—

"Office of Registrars of High Courts."

(12th List—3-1-16.)

Article 185, note 1, page 95—

For the entry "Office of Deputy Controllers of Military Accounts" in the list of offices, substitute "Office of Divisional Disbursing officers (Military Accounts)."

[*9th list—1-7-15.*]

Page 95, Article 185—

Add the following to the list in Note 1 of this Article :—

"The Archdeacon of Lahore."

Page 95, Article 185, Note I—

Add to the list of officers—

Office of Archdeacon of Lucknow.

3rd List - 30-9-13.

Page 95, Article 185, Note 1—

Add to the list—

"Office of Controller of Currency."
"Office of Official Assignee, Rangoon."

Page 95, Chap. 13, Art. 185 (*i*)—

Add in the List :—

"Office of the Inspector-General, Railway Mail-Service and Sorting," and remove from the list "and Deputy Postmaster-General."

3rd List—30-9-13.

ige 95, Article 185, Note 1:—

Add to the List :—

'Office of the Commissioner of Customs, Salt and Excise, Bombay.'

[*20th List—2-1-18.*]

Article 185, Note 1, page 95—

Add to the list:—

Commissioner, High Court, Bombay.

1st List—10-3-13

Article 185, page 95—

Add the following to the list in Note 1 of this Article :—

Registrar and Official Receiver of the Court of the Judicial Commissioner of Sind.

Article 185 (1), page 95—

Add to the list :—

"Office of Registrar, Judicial Commissioner's Court, Central Provinces."

7th List—15-1-15.

Office of Directors of Public Instruction.
" Inspectors of Schools.
" Inspectors General, Jails.
" Inspectors General of Registration.
" Inspectors General of Police.
" Deputy and Assistant Inspectors General of Police.
" District Superintendents of Police.
" Political Residents.
" Political Agents.
" Presiding Officers of Courts and Officers empowered by the Code of Criminal Procedure to require the execution of bonds.
" Registrar of all Presidency Small Cause Courts.
" Managers of State Railways.
" Commanding Officers of Regiments.
Office of Assistant Commissioner of Salt and Abkari Revenue, Madras.
" Consulting Architect to Government (Madras).
" Official Assignee, Madras.
" Official Trustee, Madras.
" Official Trustee, Bombay.
" Collector of Customs, Calcutta.
" Shèriff of Bombay.
" Registrar, Chief Court, Punjab.
" Deputy Controllers of Military Accounts.
" Prothonotary, Testamentary and Admiralty Registrar, High Court, Bombay.
" the Clerk of the Crown, High Court, Bombay.
" Officers Commanding Stations.
" Secretary, Railway Board.
" General Officers Commanding Divisions and Brigades.

2. The officers mentioned above have been empowered to hold securities in the name of their offices by notification under section 7 (I) of Act XIII of 1886. In addition thereto certain officials of Foreign States are permitted by executive orders to hold securities similarly.

3. Government securities may be held and negotiated by any bodies corporate with perpetual succession and a common seal, but in practice there are so many questions to be considered, such as the wording of the Act or the bye-laws by which a public body or corporation is governed, that great caution should be exercised regarding securities so held and reference made to the Accountant General in any case of doubt.

4. Interest may be paid to a person other than the last endorsee in the exceptional cases mentioned in Article 190, subject to the conditions laid down therein.

5. If a promissory note is purchased by the Executor or Administrator of an estate in his own name and the endorsement describes him as Executor or Administrator, interest can be paid to his receipt without any other authority.

Endorsement to a New Owner.

186. When interest is claimed on a Government Promissory Note, and it is found that the note bears an endorsement showing that it has been transferred to another owner, or that a new signature is appended to the receipt for interest, attention must be given to the following points:—

In the case of a note endorsed by its former owner, if the endorsement be in English, it will be enough to see that there is no reason to question the signature; if the endorsement be in any native language, under it should be written a full and literal translation in English.

Endorsement by a Native Female.

187. If the endorsement bears the signature of a native female, it must be attested by the signatures of two respectable witnesses, who must appear before a Treasury Officer (or a Sub-Treasury Officer who is qualified to take and record evidence, provided that he is not a mere ministerial officer) or before a Justice of the Peace or Magistrate to

testify to the genuineness of the endorsement. Such officer should authenticate the examination in the following form:—

"Examined before me."

(Signed) A. B.,
Treasury Officer.
Sub-Treasury Officer.
Magistrate.

at————————in the District of————————

NOTE.—In the case of endorsements in English, the provisions of this rule shall not be enforced unless it is especially so directed by officer whose duty it is to pass the same.

Endorsement by a Married European Female.

188. Under section 4 of the Indian Succession Act, X of 1865, reproduced below, a European female, married on or after 1st January 1866, has the power, without her husband's consent, to draw interest on, or to sell, Government securities standing in her own name:—

"No person shall, by marriage, acquire any interest in the property of the person he or she marries, nor become incapable of doing any act in respect of his or her own property which he or she could have done if unmarried."

Endorsement by an Attorney.

189. The note may have been endorsed by the attorney of the former owners.

In this case the Treasury Officer is to refuse payment of interest and to require the claimant, if he desires such payment to be continued, to have the note renewed in his own favour.

Endorsement by a Judge.

189A. The note may have been endorsed by a Judge in the following manner:—

"A by B, Judge of the Court of (or as the case may be in a suit by C against A)."

Endorsement by an Heir, Executor, etc.

190. It may have been endorsed by the heir, executor or administrator of an estate.

In this case the Treasury Officer will also refuse payment of interest unless the claim is supported by a certificate under the Succession Certificate Act of 1889, or a probate or letters of administration granted by a competent Court under the provisions of the Indian Succession Act of 1865, or the Probate and Administration Act, No. V of 1881. The Treasury Officer must register such certificate, probate, or letters of administration (Article 215), and enter them on the reverse of the note, immediately under the endorsement, to the validity of which they are to testify, care being taken that a certificate to realize interest only is not admitted in support of a transfer endorsement. But see Article 185 (4).

If there is any ambiguity in the interpretation of any of these documents, reference should be made to the Public Debt Office.

191. In case of every endorsement or signature supported by a document requiring registration under Article 215, the number which the document bears in that register, with the date of registry, must be noted on the back of the note closely below such signature, and attested by the Treasury Officer's initials.

The documents referred to are the following:—

Sale power	favouring	(name).
Interest power	"	"
Probate	"	"
Letters of administration	"	"
Succession certificate (negotiable)	"	"
Do. (interest only)	"	"
Guardianship certificate	"	"
Proof of death of	"	"
Certificate of marriage of	"	"
Certificate of incorporation of	"	"

Owners in Foreign States.

192. On the death out of British India of the holder of a Government Promissory Note, letters of administration must be taken out in a British Indian Court before the note can be dealt with in British India.

Signature.

193. (*a*) The signature of a proprietor or of an agent, whether for interest or sale, given on paper pasted to a Government security (even where the paper is a slip joining together the two halves of the note), is inadmissible; the signature must be entered on the back of the *security itself*, and within the limit of the plate-mark on the face of the note.

(*b*) Crossed receipts being strictly prohibited on the backs of Government securities with reference to the subjoined notice, published at page 238 of the *Calcutta Gazette*, dated 22nd February 1865, care should be taken that every entry on the back of a Government security is made to take up as little space as possible.

"Whereas much inconvenience and difficulty is experienced in the Loan and Interest Departments of this office in tracing endorsements and receipts for interest written across the reverse of Government Promissory Notes presented for renewal or interest, notice is hereby given, with the sanction of Government, that in future cross receipts for interest will not be accepted, or further interest paid upon any note, the reverse of which is filled up. The holders of notes so filled up can obtain new notes on application to the Loan Office, and on payment of the usual fees."

NOTE.—Cross receipts for interest paid may be allowed as a special case when Government Promissory Notes are sent to the Public Debt Office for renewal.

Cases in which Renewal is necessary.

194. (*a*) Though there are cases in which endorsements of other forms than those described in Article 184 and the exception to Article 185 are legal and admissible, it is desirable that after any such endorsement has been made or proceeding taken, the admissibility of it may be tested by the Public Debt Office, so as to prevent any disputes as to title; and with this view the holders of such notes are, pending their renewal, debarred the privilege of receiving interest elsewhere than at Calcutta,

where alone, by the literal terms of the note, it is payable. The Treasury Officer will therefore refuse payment of interest and require the claimant, if he desires such payment to be continued, to take the measures prescribed in the rules for obtaining a renewed note in his own favour.

(*b*) In all or any of the following cases the holder of a note may be required to receipt the same for renewal:—

1. If the note has been enfaced for payment of interest at a mofussil treasury, and the holder thereof is desirous of altering the place of payment, except when the transfer is to the Presidency Bank of Madras or Bombay. (See Article 178*a*.)

2. If only sufficient room remains on the back of the note for one further endorsement or when any word or words is or are written upon the note across any existing endorsement or endorsements, all cross-endorsements being strictly prohibited.

3. If the note is torn or in any way damaged or crowded with writing, or unfit, in the opinion of the officer before whom it is produced for payment of interest, for receiving endorsement.

4. If the note bears an endorsement which transfers the note to, or is signed by, any person otherwise than in his personal capacity, except in the cases mentioned in Note 1 to Article 185 and in the undermentioned cases:—

(*a*) Where the transferee is a well-known firm, corporate body, or Bank; or the signature attached to the endorsement is the usual name or signature of such a firm or purports to be the impression of the common seal of a corporate body with perpetual succession, or is the signature of the Secretary, Deputy Secretary, Manager or Agent of a Bank or corporate body.

(*b*) Where the transfer is made to or by a person in whose favour a certificate under the Succession Certificate Act (VII of 1889) or probate or letter of administration under the Indian Succession Act (X of 1855) or the Probate and Administration Act (V of 1881) has or have been granted by a Court of competent jurisdiction.

(*c*) Where the transfer is made to or by the executor or administrator who is described as such therein, such executor or administrator being shown to be the holder according to the tenor of the note and previous endorsements.

5. If the endorsements are not clear and distinct, or if there is any endorsement which is inadmissible under Article 193.

6. If in the opinion of the officer before whom the note is presented for payment of interest the title of the person so presenting the note is irregular or not fully proved.

NOTE.—If notice of loss of a note has been received under Article 223 from any person other than the presenter, renewal should be required under this clause before interest is paid.

7. If the note in question being a counterpart note issued under the provisions of Article 195 has ceased to be the property of a minor, or to belong to an estate in which administration is limited to interest.

Issue and Withdrawal of Counterpart Notes.

195. In the case of any note which is the property of a minor unrepresented by any person having power to negotiate it or which belongs to an estate in which administration is limited to interest, the Public Debt Office at Calcutta, upon such note being deposited with it, may issue to the holder of such note a counterpart thereof, having the words "counterpart not negotiable" stamped across the face thereof, and further payments of interest may be recorded upon such counterpart. Whenever such note ceases to be the property of such a minor, or ceases to belong to an estate in which administration is limited to interest, the further payment of interest in respect of the note may be refused, until the first or any subsequent counterpart (as the case may be) issued in

respect of it has been receipted and renewed in the manner provided in the last preceding rule. Upon such counterpart being receipted and renewed as aforesaid, the same, together with the original note and any preceding counterpart issued in respect thereof, will be cancelled.

196. No payment of interest and no record or acknowledgment of the payment of interest and no issue of a counterpart note under the preceding rule is to be deemed or taken to be an acknowledgment of the title of the holder of any note.

Payment of Interest to Joint-holders.

197. No payment of interest should be made to one or more or several joint-holders of a Government security except upon production by such one or more of written authority to give a discharge on behalf of the others. To facilitate production of such authority, Form 23 is supplied free of cost to joint-holders for use by them, and a supply of this form should be kept for the purpose at the Public Debt Offices and at all treasuries at which interest is paid on Government securities. The use of the form is not compulsory; and holders of promissory notes may use their own forms of authority, if they prefer to do so; but they should be encouraged to use the prescribed form, as less likelihood of mistake will be incurred.

NOTE.—Any such letter of authority or power-of-attorney executed for the sole purpose of authorising one or more of the joint-holders of a Government security to give on behalf of the other or others of them a discharge for interest payable on such security or on any renewed security issued in lieu thereof, is exempt from stamp duty under Government of India, Finance Notification No. 3713, dated 2nd September 1891.

Death of a Joint-holder.

198. In ordinary circumstances, and unless the right is openly and expressly disputed, property in promissory notes, standing in or endorsed into the names of more than one proprietor lapses to the survivor or survivors; but in all cases in which a joint-proprietor of a note is stated to have deceased, proof of decease, either in the shape of a solemn affidavit or affirmation of the knowledge of such decease made by respectable and uninterested parties before a Justice of the Peace or other judicial officer, or in the shape of a burial certificate, copied from the usual register and attested by the proper authority, or certificate of death or other satisfactory evidence, should be required to be produced, and when produced should be registered, and entry made on the note, in the following form, below the endorsement in favour of the deceased and joint-holders or in the event of the Government Promissory Notes having been specially endorsed by the survivor, as such survivor, immediately below such endorsement.

"Proof of death of————, registered No.————of————."

(Signed) A. B.

Treasury Officer.

NOTE.—In the first blank would be placed the full name of the person deceased; in the next the number of the entry in the form given in Article 215 and in the third the initial letter under which the entry has been made, and the year.

Securities belonging to Native States.

199. Notes held by Native Ruling Chiefs as State property are issued in a special form, interest on such notes being payable to the Ruling Chief for the time being. See Article 214A.

Receipt for Interest.

199A. At each treasury will be kept a supply of the prescribed form of receipt for interest (Form 22, quarter foolscap size), which will be given on application to any person proposing to draw interest. The following instructions are printed on the back of the receipt, and should be attended to. Personal attendance of the holder is not necessary, but the notes on which interest is drawn must be produced for endorsement of the payment:—

N.B.—1. A separate receipt must be given for the notes of each loan; but any number of notes of the same loan may be entered in the same receipt if the interest is payable to the same person.

2. The whole of the interest due on a note must always be taken. Partial payments are not allowed.

3. Receipts for interest on Government securities are exempt from stamp duty.

4. Signatures in native character must be translated, and a receipt by a native female must be attested, and except in the case of payments of interest at a Presidency Bank authenticated in the manner prescribed in Article 187. No attestation or authentication is however required in the case of signatures in English unless it is especially so directed by the officer making the payment.

5. The promissory note or notes must be produced with the receipt. If a form is printed on the back of the note (as is the case with all renewed after May 1881), the paying officer will enter a note of the payment: but if the promissory note bears no such form, then a receipt for interest must also be given on the back of the note, thus—

"Received interest for————half-years ending————R————
X. Y., *Treasury Officer.* (Signed) A B."

6. If the back of the note is full of endorsements, and there is no space for a further clean endorsement, the Treasury Officer should decline to pay interest, and require the holder to send his note in for renewal.

7. On application at the Treasury, or Public Debt Office, promissory notes may be converted into stock certificates, in which case the interest is paid by warrant which will be delivered to the holder by the Treasury Officer upon receipt from the Public Debt Office; or on application the warrant will be sent direct to the holder through the post.

199B. It is very important that no avoidable delay should be allowed to occur in the payment of interest which should invariably be made on the due dates or as soon thereafter as possible. Consequently at treasuries where the payments to be made are numerous, holders should be encouraged to send in their notes some time before the interest actually falls due so that the preliminary examination required may not operate to prevent payment being promptly made.

Record of Payment.

199C. The payments made will be entered by the Treasury Officer in a register in Form 24, subordinate to the cash book. The schedule to accompany the list of payments with receipts attached should be copied from this register.

NOTE.—In the preparation of interest receipts and registers, all details, especially the numbers, amounts, and the numbers of the half-years, or the periods for which interest is paid, must be correctly filled in; due attention to this will save much needless correspondence.

Article 199C, page 100—

Substitute the words " Forms 21 and " *for the word* " Form " *in line* **2.**

Article 201, page 101—

Number the existing note under this article as 1 and insert the following as note 2 :—

"Simple advices of renewal should be kept for 5 years and other correspondence for ten years."

[*9th list—1-7-15.*]

Renewal of Notes.

200. The holder of any note requiring renewal may procure a renewed note in lieu of his original security in any of the following ways, that is to say, he may present it duly receipted either in person or through a representative at (1) Public Debt Office, Bank of Bengal, Calcutta; or (2) at a Government treasury for transmission to that Office; or (3) at the Banks of Madras and Bombay, who, as agents of the said Bank of Bengal, may either renew such notes on their own responsibility or may forward them to the Public Debt Office for renewal. In the case of notes sent to or presented direct to the Public Debt Office for renewal, claims for renewal will be disposed of by the Secretary, Bank of Bengal, and in the case of notes presented for renewal at the Bank of Madras or Bombay, and renewed by them on their own responsibility, the claims will be disposed of by the Secretary of the Bank concerned.

201. If the notes are presented to a Treasury Officer, he will despatch the notes in halves, by post, registered; the upper halves should be despatched first, the lower ones being sent on receipt of acknowledgment of the upper halves. Care should be taken that the due registry in the Treasury Office of all documents connected with transactions entered on the back of the notes is correctly certified against each transaction:—

(*a*) In the receipt for renewal, the name of the payee of the new note should be correctly and legibly written.

(*b*) In the case of notes required in favour of a European female, her condition in life (unmarried, married or widow) should be stated.

(*c*) In the cases of married women whose marriages were solemnized before 1st January 1866, the consent of the husband should be obtained and duly certified on the notes by the Treasury Officer.

NOTE.—Before despatching a note to the Public Debt Office, the Treasury Officer must be careful to see that the interest due up to the last half-yearly date has been drawn, except in cases where there is any doubt in respect to the endorsements or where the interest has been left undrawn for several years.

202. A note tendered for renewal must be receipted on the reverse as follows:—

"Received, in lieu hereof, a renewed note payable to (*name of holder*), with interest payable at——————

Signature of the..... ——————*Holder*——————.,,
Duly authorised representative of (name of holder)

203. If a person tendering a note for renewal applies for more than one note in lieu of the note tendered, the latter must be receipted on the reverse as follows, or in a form as near thereto as circumstances will admit:—

"Received, in lieu hereof, two (*or more*) notes for R——————respectively, payable to (*name of holder*), with interest payable at——————

Signature of the..... ——————*Holder*——————.,,
Duly authorised representative of (name of holder)

204. If a person tendering more than one note for renewal applies for one consolidated note in lieu of the notes tendered, the latter must

be receipted as follows, or in a form as near thereto as circumstances will admit:—

"Received, in lieu hereof, a new note payable to (*name of holder*), for R———— by consolidation with Promissory Note or Notes Nos.————(*mentioning the numbers and amounts of the other notes desired to be consolidated with it*), with interest payable at————

Signature of the..... Holder / *Duly authorised representative of (name of holder)*."

205. The form of receipt mentioned in the foregoing rules must be very clearly and correctly written, and there must be no ambiguity as to the name of the payee of the new note. The name of the holder, as signed by him or as entered by the duly authorised representative below his own signature, should agree letter for letter with the name in the body of the note, or in the transferring endorsement, as the case may be. Where the holder himself signs the receipt, he may add his usual signature below.

206. (*a*) The following fees are payable in respect of applications for renewal or issue of a duplicate note:—

For each note four annas per cent. if the new note does not exceed R400, and one rupee if the new note exceeds that sum.

(*b*) The fact of receipt of the fee should be recorded on the back of the note by the Treasury Officer and the amount credited in the cash account as "Renewal fee on Government Promissory Note for R as per advice No. , dated , to the Public Debt Office, Calcutta," care being taken that the No. and date of the advice (Form 25) are entered in the cash account before the advice is despatched.

1. Postage stamps are not received.

2. The cancellation of coupons attached to a note in view to re-issue of the note without coupons involves a fee of R5.

3. When the interest column has been expended on a note which bears no endorsement (other than the renewal endorsement), no fee is charged.

207. Notes, the property of minors unrepresented by any person having power to negotiate them or belonging to an estate in which certificate of administration is limited to the realization of interest, of which the backs are filled up, should be sent with an application to the Public Debt Office for issue of a counterpart note, having the words "Counterpart not negotiable" stamped across the face thereof.

207A. When notes are renewed in favour of certificate holders under Act XXVII of 1860 or Act VII of 1889, who are empowered to negotiate or transfer the notes, they should be issued in the following form:—

A. B., holder of certificate in the estate of deceased, empowered under Act XXVII of 1860 (or VII of 1889, as the case may be) to receive interest and negotiate or transfer (as in certificate) this note.

208. When a Government Promissory Note receipted for renewal comes before the Public Debt Office, and the title appears defective, the Public Debt Office will not pass an order for the payment of interest until such title is cleared, or the following procedure is adopted.

209. Where the defect is formal only, so that there is no practical risk in overlooking it, the note may be renewed at once under a bond of indemnity, which should be for the value of the security and the interest payable for six years from date of such renewal.

210. If the defect, however, be a serious one which it would be inadvisable to overlook, or if the holder, where the defect is formal, refuses to enter into the bond mentioned in the preceding article, then the Public Debt Office will refuse to renew the note, or pay interest until the defects in title be cured by the holder. But in cases where the note belongs to a minor, and representation is limited to interest, a counterpart note is issued by the Public Debt Office without further question.

211. Except in the case of estate paper where representation is limited by order of Court, and there is no question of defective title, no counterpart can be issued without the special sanction of the Comptroller General.

Consolidation and Sub-division of Notes.

212. (*a*) Notes of the same loan, on which interest has been paid up to the same date, may be consolidated, or notes may be sub-divided into others of smaller denominations, but of the same loan, at the option of the proprietors, notes being only issued for R100 or multiples of R100. Every note so to be consolidated or sub-divided should be endorsed by the proprietor in the forms prescribed for the purpose in Articles 203 and 204.

(*b*) A fee according to the scale prescribed in Article 206 is leviable upon each *new* note issued in consolidation or sub-division.

213. Debentures repayable on different dates or at different treasuries cannot be consolidated; and notes of *sicca* loans cannot be sub-divided.

Conversion of Notes.

214. (*a*) Promissory notes and stock of the 3½ per cent. loans of 1842-43, 1854-55, 1st May 1865, 1879 and 1900-01 may be transferred to any other of those loans except that no transfer to the loan of 1900-01 from any of the other loans is admissible.

(*b*) The conditions on which such transfer is permitted are that—

(*i*) a full half-year's interest is due on the Government Promissory Note or stock certificate at the time it is presented for transfer.

EXCEPTION.—Transfers are, however, permitted in the following cases independently of the above condition :—

(*a*) To the 3½ per cent. loan of 1842-43 : from the 3½ per cent. loan of 1900-01 in all months of the year except January and July.

(*b*) To the 3½ per cent. loan of 1854-55 : (i) from the 3½ per cent. loan of 1842-43 in the months of July and January; (ii) from the 3½ per cent. loan of 1865 in all months of the year except May, June, November, and December; (iii) from the 3½ per cent loan of 1900-01 at any time.

(*c*) To the 3½ per cent. loan of 1865 : from the 3½ per cent. loan of 1900-01 in the months of May, June, November and December.

(*d*) To the 3½ per cent. loan of 1879 : from the 3½ per cent. loan of 1900-01 at any time except from 31st December to 14th January and 30th June to 14th July.

(*ii*) The new note or certificate will be issued bearing interest from the commencement of the current half-year of the loan to which it appertains, except in the case of exception (*b*), clause (*iii*), when the new notes or stock will be issued bearing interest from the same date from which interest is due on the notes or stock of 1900-01 tendered for transfer.

(*iii*) Interest up to that date will be paid on the old note or certificate.

(*iv*) The fee prescribed in Article 206 will be charged on each new note issued, but no fee will be levied on any certificate issued.

Special Notes for Native States.

214A. (*a*) Chiefs of Native States can convert Government Promissory Notes of the ordinary form, the property of the State, into Government Promissory Notes in a special form.

(*b*) The conditions of issue are—

(1) The special notes are issued only in favour of Chiefs of Native States, whose admission to the privilege has been sanctioned by the Government of India in the Foreign Department.

(2) Applications for notes in such form should be made to the ~~Comptroller-General~~ by the Political Officer resident in the State, and should quote the order of the Government of India sanctioning the admission of the State to the privilege.

(3) The amount of each note will not be less than R50,000.

(4) The notes are not negotiable by endorsement, but the holder can at any time obtain in exchange, if he desires, notes of the ordinary form on application to the Public Debt Office, Calcutta.

(*c*) The advantages of holding notes in special form are—

(1) Interest upon these notes is exempt from Income Tax.

(2) The notes being issued in the name of the Chief, his heirs and successors, devolve by mere succession to the Raj without legal administration.

(3) The notes are enfaced for payment of interest at any Government treasury desired as in the case of ordinary notes.

NOTE.—If these notes are converted into stock certificates the special advantages attached to them are lost.

Registration of Powers-of-Attorney, etc.

215. A register of powers-of-attorney, probates, certificates, or other documents connected with the transfer of, or drawing of interest on, Government securities, will be kept by the Treasury Officer in Form 26.

1. Separate pages should be reserved for separate initials, and the entries under each initial should have a separate series of numbers.

2. In the case of probates, etc., and orders of court, the name of the court, and any number it may have assigned to its order, may with advantage be noted in the column of "Date of document."

3 [illegible]

Page 104, Chap. 13, Art. 215—

Add the following as Note 3 to this Article :—

In registering succession certificates granted in respect of Government Promissory Notes inherited by a minor, care should be taken to see that the certificate is not in favor of the minor, but has been granted to his guardian on an application made by the guardian and not on an application from the minor.

3rd List—30-9-13.

Page 104, Article 215, Note 3—

Substitute the following for note 3 as introduced by the 3rd list of corrections dated the 30th September 1913.

"When succession certificates in respect of Government Promissory Notes inherited by a minor are tendered for registration at the treasury, care should be taken to see before the documents are registered, that the succession certificate was applied for and taken out by the guardian on behalf of the minor. The notes which are dealt with under such certificates can properly be endorsed in the name of the minor and can be renewed in his name with the addition that he is under the guardianship of A. B."

13th List—1-4-16.

216. Each document will be registered under the initial of the surname in column 4, which will be in the case of—

Power-of-attorney . . .	That of the grantor.
Probates or letters of administration	" " deceased.
Certificates for administration of minors' estates . . .	" " minor.
Certificates of death or marriage .	" " persons deceased or married.

217. In the case of powers-of-attorney, probates, letters or certificates of administration, care must be taken to record the limitations of the power conveyed, so that transfers may not be admitted under powers to realize interest only. Special attention is requested to section 8 of Act VII of 1889, under which the Government securities on which certificate-holders are empowered to receive interest, or which they are empowered to negotiate, must be described in the certificate. The list of securities covered by the certificate should be copied into column 6.

Certificates granted under Act VII of 1889, entitling the holder to draw interest on Government securities, should bear stamp duty with reference to the value of the securities and not with reference to the amount of interest to be drawn.

218. All powers-of-attorney, certificates under Act VII of 1889, probates or letters of administration, proofs of death and marriage, and other documents connected with the transfer, etc., of promissory notes, when duly registered, will be endorsed in the following form:—

" Registered No.————————

The————————*190*—. (Signed) A.B., *Treasury Officer.*"

NOTE.—The blanks will be filled up with the number of the register, the name of the district and the date of registry.

Stamp Duty.

219. No power-of-attorney to sell, or to realize interest on, Government securities, will be registered unless duly stamped, save when it is exempt from stamp duty by law or notification under the Stamp Act (*e.g.*, the power mentioned in Article 197, Note).

220. Powers-of-attorney granted by a number of persons having separate and distinct interests in the acts to be performed under such powers, require to be stamped to a value equal to the aggregate amount of duty which would have to be paid if each person had executed a separate power.

220A. Letters of administration or certificate under Act VII of 1886 issued by a competent court should, even when insufficiently stamped, be registered and acted upon. The fact of the document being insufficiently stamped should, however, be brought to the notice of the court which issued it.

Rules regarding Powers-of-Attorney.

221. Attention is required to the following rules regarding powers-of-attorney:—

(*a*) Powers in favour of a house of business, without specifying the individual members at the time composing the house, are inadmissible.

(*b*) Powers not in favour of A. and B. "jointly and severally," require that both A. and B. should sign in any transactions done in virtue of such powers.

(*c*) General powers, *i.e.*, powers relating to all notes standing in the name of the grantor, are not held to apply to promissory notes in which the grantor is interested jointly with others, unless they contain a special clause to that effect, or a specification of the notes.

Registry of Endorsements.

222. With a view to protect the holders of Government Promissory Notes from risk in transmitting their notes by post, Treasury Officers are authorised to register the endorsements on notes presented to them for this purpose, but should further warn holders of the advisability of forwarding the upper and lower halves with the same precautions as are taken by Treasury Officers in despatching notes for renewal. (Article 201.) Registration of the endorsements will be made without any regard to their correctness or to the object with which they are made.

Procedure on Loss of Note.

223. When a promissory note is said to have been lost and the alleged proprietor is desirous of applying for the issue of a duplicate, he should be directed to advertise the loss of the note, without delay, in three successive issues of the *Gazette of India*, and also in the local Government Gazette. He should further address the Secretary and Treasurer, Bank of Bengal, on the subject, fully detailing the circumstances attending the loss of the note, and the dates and pages of the *Gazette of India* in which his notice appeared, at the same time furnishing any proof he may possess of the note having been his property and he should be instructed to furnish a copy of this communication to the treasury at which interest is payable.—See also Financial Department Notification No. 112, dated 6th April 1883, *Gazette of India*, dated 7th April 1883, page 171, and Financial Department No. 96, dated 7th January 1888, paragraphs 17 to 22, *Gazette of India*, dated 7th January 1888, page 6.

Erasures.

224. Every erasure in an endorsement should be accompanied by an explanation in writing, to be produced by the proprietor of the note at the time of its presentation at the District Officer's office; and every cancellation of an endorsement should be made under the signature of the proprietor of the note for the time being.

Vernacular Documents to be translated.

225. No document in any native character will be received by the Public Debt Office unless accompanied by a translation in English authenticated by a responsible officer.

Article 226, page 107—

Add the following note :—

NOTE.—Care should be taken, in addressing the Bank as above, to see that the words "Public Debt Office" are never omitted from the address.

1st List—10-3-13.

Reference to Public Debt Office.

226. All communications on matters of detail relating to the subject of this chapter should be addressed to—

THE SECRETARY AND TREASURER, BANK OF BENGAL,
Public Debt Office, Calcutta.

Provincial Debenture Loans.

227. The rules in force for Government securities are generally applicable to these debentures, except that interest cannot be paid elsewhere than at the places mentioned in them. Payments of interest will be reported to the Presidency Bank in schedules similar to those in use for payments on account of Government securities.

1. In some cases a payment on account of profits is added to the fixed rate of interest paid upon Provincial Debentures. In such cases the Local Government will declare, by a notification in the Gazette, the amount to be added on this account to the payment of interest. For example, it will declare that, in addition to the fixed interest payment of R4 (or other sum) per cent. due on 1st April 190 , further amount of annas per cent. will be paid on account of profits. The whole amount of the payment, including that which represents the profits, will be treated in the accounts as a payment on account of interest and no adjustment between the Civil and Public Works Departments is required on account of it.

2. The Government of the United Provinces of Agra and Oudh have directed that in the case of their Provincial Debentures, a debenture may be renewed in the name of the heir (or legal representative) of the holder, on being signed by him for renewal (see Article 200) and on the district officer endorsing on the debenture a certificate that the person so signing is the heir or legal representative of the holder.

Chapter 14.—Stock Certificates.

Nature of Security . . . . 228 | Form of Application . . . 232
Adjustment of Interest . . . 230 | Payment of Interest . . . 236
Endorsement of Stock Certificates . . . 240

Nature of Security.

228. (*a*) Stock certificates of debt are issued from the Public Debt Office, Calcutta, in lieu of promissory notes, under the Notification, Financial Department, No. 6318-A. of 28th December 1894, Appendix E.

(*b*) Stock certificates have the following advantages over Government Promissory Notes:—

(1) Government Promissory Notes can be converted into stock certificates and re-converted into promissory notes at any time, at the option of the holder.

(2) The holders of stock certificates are not required to present them in person or by agent when the interest becomes due. On application made, interest will be paid to stock certificate holders by warrants on any Government treasury, which warrants will be sent by post, on the day the interest falls due, to the stock certificate holders direct, or through the Treasury Officer, as they may desire.

(3) Stock certificates are not negotiable by endorsement, and are consequently of no value in the hands of a wrongful holder, and the risks arising from the possession or repeated transmission of negotiable securities are thereby avoided.

(4) In the event of the loss of a stock certificate by theft, fire, etc., a fresh certificate will issue on satisfactory evidence of loss.

229. A stock certificate certifies that "A. B. is the registered proprietor of ₹00 of the 3½ per cent. loan of 190 , bearing interest from ". A holder wishing to convert his Government Promissory Notes into a stock certificate will receive a certificate of the loan to which the notes appertain, or, at his option, of any other loan to which they can be transferred under the conditions of Article 214.

Adjustment of Interest.

230. If a stock certificate of the loan to which the promissory notes appertain be applied for, interest due upon them must first of all be drawn before they are tendered for conversion. If, however, it be desired that stock of some other loan should be issued, the notes should be tendered for conversion with six months' interest due on them

except as provided for in the exception to clause (*i*) of Article 214. In this case interest will be adjusted as follows:—

(*a*) If the application is for stock certificates of the Loan of 1865—

and the pro. notes are of the loan of	and interest is due for the last full half-year ending	interest will be paid for that half-year only up to	and the stock certificate will bear interest from
1842-43	31st Jan.	31st Oct. (*e*)	1st Nov.
	31st July	30th April (*e*)	1st May.
1854-55	29th June	30th April (*g*)	1st May.
	29th Dec.	31st Oct. (*g*)	1st Nov.
1879	15th Jan.	31st Oct. (*f*)	1st Nov.
	15th July	30th April (*f*)	1st May.
1900-01	29th June	30th April (*g*)	1st May.
	29th Dec.	31st Oct. (*g*)	1st Nov.

(*b*) If the application is for stock certificates of the Loan of 1842-43—

1854-55	29th June	31st Jan. (*b*)	1st Feb.
	29th Dec.	31st July (*b*)	1st Aug.
1865	30th April	31st Jan. (*e*)	1st Feb.
	31st Oct.	31st July (*e*)	1st Aug.
1879	15th Jan.	31st July (*k*)	1st Aug.
	15th July	31st Jan. (*k*)	1st Feb.
1900-01	29th June	31st Jan. (*b*)	1st Feb.
	29th Dec.	31st July (*b*)	1st Aug.

(*c*) If the application is for stock certificates of the Loan of 1854-55—

1842-43	31st Jan.	30th Dec. (*h*)	31st Dec.
	31st July	29th June (*h*)	30th June.
1865	30th April	30th Dec. (*c*)	31st Dec.
	31st Oct.	29th June (*c*)	30th June.
1879	15th Jan.	30th Dec. (*i*)	31st Dec.
	15th July	29th June (*i*)	30th June.

(*d*) If the application is for stock certificates of the Loan of 1879—

1842-43	31st Jan.	15th Jan. (*j*)	16th Jan.
	31st July	15th July (*j*)	16th July.
1854-55	29th June	15th Jan. (*a*)	16th Jan.
	29th Dec.	15th July (*a*)	16th July.
1865	30th April	15th Jan. (*d*)	16th Jan.
	31st Oct.	15th July (*d*)	16th July.
1900-01	29th June	15th Jan. (*a*)	16th Jan.
	29th Dec.	15th July (*a*)	16th July.

Interest on ₹100 at annas 4 pies 8 per month:—

		₹	a.	p.
(a)	$\frac{16}{30}$ month	0	2	5·86
(b)	$1\frac{1}{30}$ "	0	4	9·36
(c)	$1\frac{29}{30}$ "	0	9	2·13
(d)	$2\frac{1}{2}$ "	0	11	8
(e)	3 "	0	14	0
(f)	$3\frac{1}{2}$ "	1	0	4
(g)	$4\frac{1}{30}$ "	1	2	9·86
(h)	$4\frac{29}{30}$ "	1	7	2·13
(i)	$5\frac{14}{30}$ "	1	9	6·13
(j)	$5\frac{1}{2}$ "	1	9	8
(k)	$\frac{1}{2}$ "	0	2	4

N.B.—In calculating interest for broken periods the Public Debt Office reckons a month to consist of 30 days.

231. Cancelled.

Form of Application.

232. The applicant for a stock certificate, after drawing all interest due, must endorse the notes (or debentures) under his signature, "Pay to the Viceroy and Governor General of India in Council," and must make a list of them in Form No. 27.

233. The Treasury Officer is enjoined to give every assistance and instruction so that this form may be correctly prepared, and to see that due registry of all documents in support of title to the notes or debentures be certified on their reverse, as prescribed in Chapter 13. He must also satisfy himself that the person who presents the application is the person he represents himself to be.

234. (*a*) The Treasury Officer will now forward the application and the note (in halves) to the Secretary and Treasurer, Bank of Bengal, Public Debt Office, in a registered cover, insured as of the value of ₹100.

(*b*) He will also be the channel of, and should facilitate, any necessary correspondence between the Public Debt Office and the applicant so that any formal defects may be remedied, or objections raised by the Public Debt Office removed.

NOTE.—If there be any serious objection to any of the notes it will be better to return them to applicant for the necessary measures, and to submit a revised application for the remainder of the notes only.

235. (*a*) If the papers are correct, the Treasury Officer will, in due time, receive for delivery to the applicant:—

(1) The stock certificates applied for.

(2) An interest transfer receipt or pay order for the amount due on the conversion.

(*b*) The former he will enter in a register (Form 28) and deliver to applicant, taking his receipt in the proper column. The latter he will deal with under Article 237.

Payment of Interest.

236. The interest due on the stock certificates will be sent by the Public Debt Office to the Treasury, without further application, upon the due date, or it will be sent to the holder direct on his written application. It will be sent in the form of a warrant and made payable to the order of the registered proprietor.

237. The Treasury Officer will register the warrants which he receives in a register of Interest Orders (Form 29), and he will deliver them either to the holder in person, or to his attorney (Article 215), or to any one sent by either of these and bearing a written and signed request for the delivery. The signature of the recipient will be taken in the register, and payment will thereafter be made at the treasury in the usual way, as on an ordinary authorised pay order, the Treasury Officer being responsible, as in the case of all other payments, that the payment is made to the proper person.

238. In every case advice will have been received of the issue of the warrant, and these advices must be carefully kept as in the case of advices of bills.

239. The Treasury Officer is not required to advise the holder of the arrival of his interest warrant; the holder should know the dates on which to expect it. But if the holder leaves the interest order unapplied for eight months, then the Treasury Officer should return it (together with the next following one, which he will have had for two months) to the Public Debt Office, and mark them off in the register as thus returned. The Public Debt Office will retain them till they are claimed.

Endorsement of Stock Certificates.

240. The following form of endorsement on a stock certificate serves most of the ordinary purposes of the holder:—

Received in lieu of this stock certificate for R000, promissory notes (*or debentures*) and stock certificates as by following detail :—

Promissory Note, Debenture, or Stock Certificate.	Value of each.	Interest, where payable.	
TOTAL			

Signed by holder, or his attorney,* or his administrator or executor.*

Signed in my presence.

Treasury Officer of

Date

* In these cases the Treasury Officers must add the certificates required by Article 194.

241. (*a*) By means of the endorsement, the holder can—

(1) If he wishes to sell his holding,—obtain promissory notes in his own name and endorse them in the usual way to the purchaser.

(2) If he wishes to sell part of his holding,—do as above for part, and obtain for the balance a stock certificate in his own name.

(3) If he wishes the payment of interest transferred to a new treasury,—apply for a stock certificate in the same terms as the one he holds, but with interest payable at another treasury.

(4) If he wishes to sub-divide his holding, or re-convert it into promissory notes (or debentures),—apply for stock certificates or promissory notes (or debentures), as he requires.

(5) If, being the administrator or executor of a holder's estate, he wishes to have the holding transferred to his own name as administrator or executor (or if he has the power, to his own or any other person's name, absolutely), he can obtain promissory notes and endorse them accordingly.

(*b*) He may also consolidate two or more stock certificates, by endorsing all of them in the above form, with the addition of the words in italics below:—

"Received in lieu of this stock certificate for ₹000, *and of the stock certificates No. for ₹000, and No. for ₹000 of the same loan. Total ₹000.*"

242. The Treasury Officer will receive the stock certificates as above endorsed and forward them to the Public Debt Office for issue of the necessary certificates or notes, which the Public Debt Office will return to the Treasury Officer for delivery to applicant. The Treasury Officer will pass them through the register (Form 28), Article 235.

243. The Public Debt Office require certain fees for new promissory notes or debentures issued (see Chapter 13, Articles 206 and 212); but new stock certificates are issued without fee. When, however, non-transferable stock certificates are issued by the Bank of Bengal, Madras, or Bombay, in lieu of the whole or any portion of ordinary stock certificates, for transmission to the Bank of England for registration in its books, each non-transferable certificate so issued is charged at the rate of one rupee for every ₹5,000 or part of ₹5,000.

244. The Public Debt Office will advise Treasury Officers of the issue of any stock certificate of which interest is payable at their treasury, as also of the cancelment of any such stock certificate. The proper entry should be made in the register (Form 28), Article 235, These advices are independent of the letters forwarding stock certificates for delivery to the holders.

Chapter 15.—Deposits.

Explanations	245	Clearance Register	253
Limitations	246	Lapses—Annual Account	255
Revenue Deposits—Repayments	250	Civil and Criminal Courts' Deposits	257
Form of Voucher	251	Agreement with Treasury	262
Quarterly Certificate	252		
Deposits for Loan	265		

Explanations.

245. (*a*) Deposits proper are classified according to the department through which they are received. The usual classes are—

Revenue deposits.
Civil Court's deposits.
Criminal Court's deposits.

(*b*) But other classes may be added under the orders of the Accountant General when necessary; the accounts are kept by separate items. Some deposits are classed as Personal Deposits, for which special forms are provided and the account kept of them is of the nature of a banking deposit account.

1. In provinces where all branches of the civil administration, revenue, criminal, and civil, are under the same officer, the system may be adopted of including all deposits of the district and subordinate courts in one register as *revenue* deposits; or the Treasury Officer may be directed to receive and keep accounts of all such deposits in exactly the same way as revenue deposits, but in separate registers and returns under the designation of "Civil Courts and Magistrates' deposits."

2. Military deposits are dealt with under special rules. But at stations where there is no branch of the Bank of Bengal, an officer commanding a regiment of Bengal Cavalry may, when the cash in his regimental chest reaches a large amount, lodge a part of it as an ordinary deposit in the treasury : it should be shown as a revenue deposit.

Limitations.

246. It is the business of the Treasury Officer to see that no item is credited as a deposit save under formal order of competent authority, and also, if the amount could be credited to some known head in the Government account, to make representations to the court or authority ordering its acceptance. No sums are to be credited in any deposit register which can be carried to any other head of account; for example, revenue paid to Government on account of a demand not yet due should at once be finally carried to the proper Budget head, and may not be placed in deposit.

NOTE.—Government Promissory Notes or other security deposits (not being cash) received from revenue farmers or other contractors are not revenue, and must on no account be credited as revenue.

247. The treatment of the following items as deposits is prohibited :—

(*a*) No pay, pension, or other allowance should be placed in deposit on the ground of the absence of the payee or for any other reason; in a district office pay should not be drawn till the claimant appears.

1. This prohibition does not extend to the balance of the cheque for payment of native military pensioners.

2. When a pension is granted to several persons jointly, it may not be drawn on the appearance of one claimant only, and payment of his reputed share made, the balance being placed in deposit.

(*b*) No fines should be placed in deposit on the ground that appeal is pending; they should be credited at once to Government, and refunded, if necessary, on order of the appellate court. But compensation fines (including costs in criminal cases) due to an injured party, and not to Government, should be kept in deposit in cases subject to appeal till the period allowed for presenting the appeal has elapsed or if an appeal be presented, till it is decided; and then, the fines should either be paid to the rightful claimant, if claimed, or continue in deposit till they lapse under the ordinary rule.

(*c*) Refunds, whether of stamp or of other receipts, can be drawn only on the appearance and on the receipt of the person entitled to them, after production of due authority; on no account may they be charged on the receipt of an official and lodged in deposit pending demand.

NOTE.—The following rules have been laid down for the payment of refunds of revenue credited or amounts deposited in cases where the amount involved does not exceed R100 :—

(1) On receipt of a refund order passed by the Collector or other officer concerned, the Treasury Officer may at his discretion issue a notice (*a*) inviting the person to whom the refund is to be made to receive payment at the treasury, and (*b*) intimating that on failure to comply with the invitation within one month (or such longer period as may appear necessary) the amount of the refund will be remitted to the payee by postal money order at his expense.

(2) When the payee appears in person at the treasury, the Treasury Officer should see that no avoidable delay occurs in getting the voucher for the refund signed by the payee who may then receive the payment personally or by a duly authorised agent or by money order at his own expense.

(3) When a money order is issued under clause (*b*) of the notice referred to in rule 1, it shall be accompanied by a receipt in Form 13 or 31, as the case may be, of the Civil Account Code. The full amount of the refund and the deduction made therefrom on account of the money order fee should be clearly shown in such receipt. The amount of the money order should not be remitted in cash to the post office, but the Treasury Officer should send a money order form duly filled in together with a certificate that the amount of the order and the money order fee thereon have been credited to the Post Office in the treasury accounts by *per contra* transfer. The post office will accept the money order on the authority of the Treasury Officer's certificate.

(4) The post office will get the receipt referred to in rule 3 signed by the payee, when the amount of the money order is paid to him and will then return the receipt to the Treasury Officer making the payment, who will dispose of it in the usual way. The Account Department will then accept such voucher as a valid receipt for the full amount of the refund entered therein.

248. (*a*) The net sale-proceeds of impounded cattle are to be kept in deposit for three months, and if no claim be made within that time, are to be credited to the proper account.

(*b*) The sale-proceeds of unclaimed property are not to be placed in deposit at all; under Act V of 1861, section 26, the property *itself* is to be kept for six months, but money realized by sale is at once (section 27) at the disposal of Government, and should be taken to credit of Law and Justice. Exception must, however, be made in the case of property left by persons dying intestate and without heirs, which civil courts will secure and hold for certain periods in accordance with the local law.

Article 247 (*c*), Note, page 114—

Substitute the following for Rules 3 and 4 of the note:—

(3) When a money order is issued under clause (*b*) of the notice referred to in Rule 1, the purpose of the remittance should be briefly stated by the Treasury Officer on the acknowledgment portion of the money order form in continuation of the printed entry there "Received the sum specified above on ——," sufficient space being left below the manuscript entry thus made, for the signature or thumb-impression of the payee. The amount of the money order should not be remitted in cash to the post office, but the Treasury Officer should send a money order form duly filled in together with a certificate that the amount of the order and the money order fee thereon have been credited to the Post Office in the treasury accounts by *per contra* transfer. The post office will accept the money order on the authority of the Treasury Officer's certificate.

(4) On receipt of the money order acknowledgment duly signed by the payee, it should be attached to the usual receipt in Form 13 or 31, as the case may be, in which the full amount of the refund and the deduction made therefrom on account of the money order fee should be clearly shown; the receipt will then be disposed of in the usual way. The Account Department will accept such voucher with the money order acknowledgment as a valid receipt for the full amount of the refund entered therein.

1. If unclaimed property be perishable and be sold because it cannot be kept, its proceeds should be held for six months in deposit, but the circumstances should be clearly stated under "Nature of deposit."

2. Money belonging to prisoners in jail should not be held for long terms by the Jail Department, but should be transferred at convenient intervals to the magistrate for deposit.

3. The Police Department should have no deposits; unclaimed property found by, or delivered up to, a police officer should be made over to the magistrate; proceeds of sales of old stores or other Government property should be paid into the treasury for credit to Government; no pay, reward, or other allowance payable to a police officer should be held undisbursed.

249. The funds of *quasi*-public institutions, even when aided by Government as dispensaries are, may not be placed in deposit without special sanction of Government. Nor can any jewels or other property received for custody and restoration in kind be brought on the deposit register, though the value be stated in money.

NOTE.—A single exception is made in a case where a district officer has to receive from a Native State a sum of money to be paid out to certain claimants; if the money is paid in coin of a native mint, it may be credited in the deposit register at its reputed value; repayments, which will be in the same coin, being of course charged at the same value.

Revenue Deposits—Repayments.

250. A person claiming refund of a deposit must produce an order of the court or authority which ordered acceptance of the deposit; this order the Treasury Office will compare with the entry in the register of receipts, and, if the balance be sufficient, he will take the payee's receipt, make payment, and record it at once, under his initials, both in the register of repayments, Form 30, from which a daily total is carried to the cash book and in that of receipts, noting in both also the date and amount of the repayment. If there be not a sufficient balance at credit of the particular item, the Treasury Officer will endorse this fact on the order and return it to the person presenting it.

NOTE.—When, at a treasury which banks with a branch bank, a deposit is repaid by an order on the bank, the entry in the register of receipts will be made when the order is issued and that in the register of repayments when the repayment is reported in the daily bank sheet.

Form of Voucher.

251. In order to avoid the inconvenience and risk which accompany the payment of money upon proceedings recorded in the vernacular languages, and to ensure caution in the issue of such orders, the Government has directed that every order issued by a court or office for the payment of money from a Government treasury shall be in English, unless the presiding officer is unacquainted with that language. If the disbursing officer does not understand English, and the officer ordering the payment does, the order for payment shall be both in the vernacular and in English.

NOTE.—Form 31 has been prescribed for the repayment order and voucher for deposits repaid.

Quarterly Certificate.

252. At the end of every quarter a certificate must be recorded on the extract register of receipts by every district officer not in personal

charge of the treasury, that he has personally carefully examined the register, and that the entries are made with the utmost care and regularity.

NOTE.—This examination is not intended to be mechanical, and to secure only that all necessary entries are made and initialled without fail at the time of the transaction, but also that no moneys are unnecessarily placed in deposit, or allowed to remain there without good cause.

Clearance Register.

253. In April of each year, the outstanding balances in the Receipt Register of the second preceding year, which are not reported for lapse under Article 255, should be transferred to a Clearance Register in Form 32 with suitable changes in the headings, with a view to repayments during the next two years being recorded on it by the account office in the columns provided for the purpose. To this Clearance Register should also be transferred any items in the last preceding Clearance Register but one, that are for special reasons not allowed to lapse to Government under Article 255, while the bulk of the outstandings in it so lapse. Old items thus transferred from one Clearance Register to a second one should be carefully watched by the district officer, and must in ordinary course lapse at the end of the two years for which the latter is current. They cannot be allowed to be carried forward to a third Clearance Register without the special sanction of the Accountant General. In the district offices the repayment of items entered in a Clearance Register submitted to the account office should continue to be recorded in the original Receipt Registers. It is not intended that Clearance Registers should be used in district offices.

254. A certificate from the administrator of every personal ledger account (to the effect that the balance claimed by him is of a named amount, and detailing his outstanding cheques in order to explain the difference between his balance and that admitted by the Treasury Officer in his *plus* and *minus* memorandum) should be transmitted along with the Clearance Registers for other classes of deposits.

Lapses—Annual Account.

255. Deposits not exceeding one rupee unclaimed for one whole account year, balances not exceeding one rupee of deposits partly repaid during the last year, and all balances unclaimed for more than three complete account years will, at the close of March in each year, be credited to Government by means of transfer entries in the Accountant General's office. Of deposits or balances thus lapsing, the Treasury Officer must submit to the Accountant General, immediately after 31st March, a list in Form 32-A.

NOTE.—Early in March the old registers of deposits should be taken up, and an extract made on ruled paper of those of each class which would, in ordinary course, whether from age or pettiness, lapse at the end of the month. This list should then be reviewed by the district officer, and any item, which in his opinion should not be so dealt with, should be struck out and *at the same time* (if it be an item lapsing from age) entered on the first page of the Clearance Registers for that class, full detail of the reasons why it is not to lapse being given in a covering memorandum. Similarly, if any item is repaid in the course of the month, it should be struck out of this list at the same time as the payment is entered in the registers of receipt and repayment. On the 31st March each of these

Article 252, page 116—

After the words " in personal charge of the treasury " *in the third line of the article, insert :—*

" or by a gazetted officer of the District staff (not being the Treasury Officer) selected by the District Officer for the purpose."

8th List—1-4-15.

Article 255, page 116—

For the words "last year" in line 3 substitute "year then closing."

[*9th list—1-7-15.*]

Page 116, Art. 255—

Insert the following as Note 2 under this Article and re-number the existing note as Note 1 :—

NOTE 2.—In preparing the lapsed statement the items should be entered in chronological order, and separate totals should be given for deposits relating to different years.

3rd List—30-9-13.

Page 117, Article 256 —

Delete the words " the application for refund and " in lines 7 and 8.

lists should be again checked with the register of receipts, wherein its item should be marked off as having lapsed and been credited on 31st March, and the total of the list should be deducted in the *plus* and *minus* memorandum from balance shown at credit of the particular class of deposits, the list itself, signed by the district officer, being forwarded to the Accountant General.

256. Deposits credited to Government under Article 255 cannot be repaid without the sanction of the Accountant General, but this sanction will be given as a matter of course on ascertaining that the item was really received, was carried to credit as lapsed, and is now claimed by the person who might have drawn it any time before the lapse. The amount of a lapsed deposit refunded will, however, be charged in the cash book as a refund and not debited to deposits. But the application for refund and the payment of the deposit should be recorded in the district register of receipts, so as to guard against a second repayment.

256A. The application for sanction will be made in Form 32-B. There must be a separate application for deposits repayable to each person, and it will be used as the voucher on which the payment is to be made and submitted to the Accountant General with the List of Payments in which it is charged.

Civil and Criminal Courts' Deposits.

257. (*a*) There are two methods in which the accounts of civil court and of criminal court deposits may be kept.

(*b*) In the first of these, each deposit is separately paid into and drawn from the treasury, upon documents passed by the presiding officer and setting forth the particulars necessary for the entries in the receipt register. In this case the registers of receipt and repayment are kept and the monthly and annual returns and lapsed lists submitted by the Treasury Officer in the manner above prescribed for revenue deposits, although the sets of registers and returns must all be kept separate from those of the revenue deposits. For these no further instructions are necessary.

NOTE.—This method is not desirable if the judge or magistrate is a separate officer from the district officer, and has to keep a separate set of deposit accounts for his own purposes.

258. According to the other method, the civil courts and magistrates merely bank with the treasury, remitting without detail their gross deposit receipts for credit in a personal ledger, and making repayments by cheques on the treasury which are taken to debit of the same personal account. These personal ledgers, and the corresponding accounts and returns, must be kept by Treasury Officers, in the form prescribed for personal deposits, but quite separate from those of personal deposits proper; and they will be designated as civil court or criminal court deposits.

NOTE.—The Treasury Officer, in sending as his vouchers the paid orders of the civil court, should attach them to a covering list showing the number and amount of each.

259. The object and effect of this arrangement is simply to relieve the Treasury Officers of responsibility for the *details* of the deposit transactions, not to abolish detailed record, but to confine it to the departmental office in which registers of receipts and payments must

be kept up in the same form; and be worked on the same principle, as above prescribed for the Treasury Officer's accounts of revenue deposits. The civil court or magistrate in this case is responsible for the monthly detailed returns despatched to the Accountant General (although the vouchers are sent by the Treasury Officer), for the quarterly certificate, and for the Clearance Registers and statement of lapses,—*vide* Articles 252 to 256.

260. The civil court or magistrate will incorporate with his own accounts and returns the deposit items of his subordinate courts, as a Treasury Officer does those of subordinate treasuries. It may, however, be arranged that some subordinate courts should keep independent accounts and submit their returns direct to the Accountant General. Separate accounts will, of course, be kept for, and separate returns submitted by, the several Small Cause Courts.

NOTE 1.—Each transaction of receipt or payment of a civil and criminal court deposit must be initialled by—

(*a*) the Judge or Magistrate; or

(*b*) in the case of a High or Chief Court or a Judicial Commissioner's Court, by any gazetted officer of the court;

(*c*) in the case of a Small Cause Court, unless otherwise ordered by the local Government or Administration, by a Registrar appointed under section 13 of the Presidency Small Cause Courts Act, 1882 (XV of 1882), or under section 12 of the Provincial Small Cause Courts Act, 1887 (IX of 1887).

NOTE 2.—The *plus* and *minus* memorandum of the balance of deposits should be stated by the Judge or Magistrate upon the register of receipts transmitted to the Accountant General.

261. In civil courts where numerous petty sums are received from suitors for immediate disbursement in full (as for diet, postage, etc.), the detailed control might, with the approbation of the chief judicial authorities, be left with the receiving court.

1. The receiving court, however, should record and deal with these petty deposits with the same care and formality as others. It should enter all in detail in a register of deposit receipts of the ordinary form, labelled "Sheriff's petty accounts," and repayment would be recorded in the similar separate register of repayments, both to be handled and attested like the general register. From these two separate registers daily totals would be carried into the general registers (though, of course, without numbers) and also into a register of the personal ledger form in which a daily balance would be struck; monthly totals of receipts and of payments on Sheriff's petty accounts would be noted on the extracts from the general registers submitted to the Accountant General, and lapses periodically reported.

2. The detailed instructions regarding these petty deposits would be prescribed, wherever the system was permitted, by the chief judicial authority and the Accountant General in communication.

Agreement with Treasury.

262. When the different civil courts of a district bank with the civil treasury, the Treasury Officer may, if it facilitates the comparison of the accounts, open a personal ledger account for each court, even though the deposit transactions of the subordinate courts be brought by a superior court in detail on its own registers.

263. (*a*) To prevent disagreement between the deposit figures reported to the Accountant General by civil courts and by Treasury Officers, it is necessary to arrange that the former shall report only completed transactions. A civil court does not usually receive money,

but gives the intending depositor an order to the Treasury Officer to accept it; and so, though recording the issue of this order in a court register with sufficient detail, it will not bring the item on the deposit register till the Treasury Officer advises receipt. Similarly, it will ascertain from the treasury at the close of the month which of its payment warrants have been cashed, and detail at foot of its extract register of repayments the warrants which are unpaid, deducting their total from the total of the extract.

(*b*) The Treasury Officer will furnish the court with a daily advice list of the sums received and paid, or advise the receipts and payments in a pass book as may be laid down by the Accountant General.

1. When it is inconvenient for a depositor to proceed to the treasury with the court's order to lodge his deposit, it may be received by the court, and by it afterwards forwarded to the treasury. Courts in the same town with a treasury or sub-treasury should make remittances daily; if at a greater distance, they should remit frequently at fixed intervals. Similarly, when it is inconvenient for a claimant to proceed to the treasury there to obtain repayment of a deposit, the Judge may pay him in cash, provided that there are in the court funds sufficient whether of current deposit receipts or of the office permanent advance.

2. In these cases, however, the gross receipts and payments taking place at the court must be shown as remitted to and from the treasury, and the payment be supported by the paid orders. If the receipts are in excess of the payments, the excess will be remitted in cash to the treasury; and if the payments are in excess of the receipts, the treasury will pay the excess to the court, which will thus recoup the permanent advance account.

3. No permanent advance should be given and held apart specially for the repayment of deposits; the office permanent advance may be augmented sufficiently.

264. When the list of lapses is made up by the Judge or Magistrate, notice of the amount must be sent to the Treasury Officer to enable him to deduct the amount in the personal ledger.

Deposits for Loan.

265. Whenever it is necessary to open a new loan, a notification is inserted by Government in all Gazettes, and a general letter in the following terms is circulated to Treasury Officers; the deposits on rejected tenders are returned to the depositors on surrender of the original deposit receipt, while those on accepted tenders are either so returned, or credited to the Government of India. The rules in this chapter do not further refer to these deposits.

"All sums tendered at Government treasuries as deposits on account of the loan advertised are to be accepted; a receipt should be given in the following form :—

DEPOSIT ON ACCOUNT 3½ PER CENT. LOAN.

"Received from (*name of depositor with address in full*) the sum of R———— as a deposit on account of the 3½ per cent. Loan advertised in the *Gazette of India Extraordinary* of————190 ."

————190 .
————*Treasury.*

————
Officer in charge of Treasury.

"These deposits must be entered in a register and carried to a separate sub-head in the cash account, *viz.*, 'Deposits for Loan.' As soon as it is quite certain that no more can be received in time for tenders to reach Calcutta on the forenoon of the day fixed for the opening of the tenders, a copy of the register should be despatched to Comptroller General, Calcutta. The list should therefore reach Calcutta before noon of the day referred to."

"The list should be in the following form :—

DEPOSITS FOR LOAN, 190 .

No. of Deposit.	Name and address of depositor.	Amount.

"Orders respecting the disposal of deposits, the receipt of instalments of the loan, and the issue of promissory notes are communicated to Treasury Officers from time to time as may be necessary."

Substitute the following for this article and the note thereunder :—

266. The expression "Local Fund" denotes—

(1) revenues administered by bodies which by law or rule having the force of law come under the control of Government

Article 266, page 121—as amended by the 1st list of corrections—

Insert the following as a note to this article :—

"NOTE.—The creation of a Local Fund falling under clause (2) above requires the sanction of the Government of India in the Finance Department."

8th List—1-4-15.

whether in regard to the proceedings generally, or to specific matters such as the sanctioning of their budgets, sanction to the creation or filling up of particular appointments, the enactment of leave, pension or similar rules;

(2) the revenues of any body which may be specially notified by the Government of India as such.

The transactions of Local Funds are not included in the public accounts.

1st List—10-3-13.

Page 121, Article 271, Rule 2.—

Change the full-stop at the end of this rule to a comma and l the following :—

'unless this is permissible under the provisions of any law or rule having ıe force of law.'

[*19th List—1-10-17.*]

Chapter 16.—Local, Municipal, and Cantonment Funds.

Explanation . . . . . 266 | Cantonment Funds 273
Local Funds . . . . 270—272 | *Plus* and *Minus* Memorandum . 274
Verification of Balances . . . 275

Explanation.

266. A local fund is thus defined in the Civil Service Regulations: "Revenue derived from special sources and devoted to special objects, and not to the general purposes of the administration, whether Imperial or Provincial, forms a local fund." The transactions of local funds are not included in the public accounts.

NOTE.—No new fund should be created without a clear necessity and without the approval of the Government of India in the Finance Department.

267 to 269. Cancelled.

Local Funds.

270. The transactions of all local funds of which the Local Government desires that there shall be a separate balance will be entered in separate columns in the treasury registers, which allow one column for every such fund in the district. Unless the funds are very few in number, it is most convenient to have registers and totals for municipal and cantonment funds separate from those of other funds.

271. The account of a local fund at the treasury is ordinarily a pure banking account, money being paid in and drawn out without specification of the nature of receipt or expenditure.

The Treasury Officer need only see that the voucher for payment is in proper form and signed by the proper officer and that the amount does not exceed the amount at credit of the banking account. In the case of some local funds, however, the procedure of paying in and drawing money is the same as in the case of Government accounts and the same forms of vouchers are used. In such cases the Treasury Officer should scrutinise and pass the vouchers in the same way as he does in respect of claims on Government and should also see that the amount demanded is at the credit of the fund.

1. If the charges of any local fund are drawn from the treasury on detailed bills the gross amount should be charged in the accounts, the deductions on account of income tax, fund subscription, etc., being credited by transfer in distinct entries. (*Vide* Chapter 18—Article 317, Note 2.)

2. Cheques may not be drawn on a Government treasury or on a branch bank used as a treasury for sums below R10.

272. In those cases in which local funds, other than municipal and cantonment funds, merely bank with the treasury and are not controlled by the account department, the transactions may be recorded in the form used for personal deposits, but must be kept quite distinct, and

must pass into the cash account as excluded local funds, and not as personal deposits.

1. Municipalities are ordinarily obliged to place their funds in a Government treasury or a bank or branch bank used as a Government treasury, if there is one in or near the municipality.

2. Service stamps may not be used by a local fund officer, or any Government officer acting in a capacity connected with a local fund, incorporated or excluded, such as President or Secretary of a Local Fund Committee, but service labels may be used on the correspondence of a public officer acting as such, even though the correspondence may relate to the affairs of a local fund. The term local fund as used in this rule is intended to include municipalities and other similar bodies or institutions.

3. Telegraphic messages, the charges for which are to be borne by local funds, should be classed as Private and not as State.

4. Cheques may not be drawn on a Government treasury or branch bank used as a treasury for sums below R10.

Cantonment Funds.

273. The transactions of cantonment funds are accounted for in the same way as those of other local funds and an annual consolidated account, in duplicate, is submitted by the cantonment authorities to the Examiner or Inspector of Local Fund Accounts.

Plus and Minus Memorandum.

274. A *plus* and *minus* memorandum should be appended to the monthly accounts showing for each local and municipal fund the balance at the beginning of the month, the amounts received and credited during the month, and those paid out during the month, and deducing the balance at the end of the month. In the case of local funds, which have a provincial balance only, the balance column should not be filled up.

Verification of Balances.

275. At the end of the year the Treasury Officer should verify the balances at credit of each fund, in communication with the Accountant General on the one side, and the officer or committee administering the fund on the other. The balance on the Accountant General's books is the balance acknowledged by the Government, and the Treasury Officer should follow it, and not the local accounts, as his standard.

Page 123, Chapter 17—

Article 277 as amended by the 2nd list of corrections dated 1st June 1913.

RULE 1.—For the expression "public revenues" in line 2 *substitute* 'general revenues,' and *insert* the following note under this rule—

"NOTE.—The expression 'General revenues' as used in these rules means Imperial and Provincial revenues as well as the revenues of local funds administered by Government."

Omit the expression "or from local funds administered by Government" in line 3 of Rule II.

Insert the following as note under Rule III (6), the present note being numbered 2 :—

"NOTE 1.—For the purposes of this rule the cost of any particular revision is to be determined with reference to the definition of remuneration in Rule II."

5th list. 1-4-14.

Page 123, Article 277, as amended by the Second List of Corrections, dated 1st June 1913—

Rule III (4) (*a*)—*Convert* "full-stop" into a "comma" and *add* "except as provided for in Article 84A, and Note 2 to Article 85, Civil Service Regulations."

6th list—1-8-14.

Page 123, Article 277—

Insert the following as Note 1 under Rule III (1) of Artic 277 as amended by the 2nd list of corrections, dated 1st Ju 1913, numbering the existing Note as Note 2 :—

"NOTE 1.—The Government of India are, however, empowered to sanction up to limit of Rs. 500 in each case, petty expenditure to which there is no objection except t it comes under (*a*) or (*b*) of this rule."

Page 123, Article 277—

Substitute the following for the existing article:—

277. I. An audit officer, before admitting in audit any charge ...ist the public revenues which requires the sanction of the Secretary ...tate in Council, must satisfy himself that that sanction has been ...orded either by general or by special order of the Secretary of State in ...cil. The cases in which the audit officer is to regard that sanction ...ssary are stated in the following rules: for the admission of any ...s which are not stated in these rules to require the sanction of ...retary of State in Council, the authority of the Government of ...or, in classes of cases in which the Government of India have ...ted their powers to Local Governments, of the Local Government, ...ld be regarded as sufficient.

II. In these rules the word "remuneration" includes, besides monthly substantive pay or salary, all payments to officers from general revenues or from local funds administered by Government, whether in the nature of fixed allowances, subject to the exceptions below, or of fees, rewards (except language rewards, other than those which take the form of monthly allowances) or recurring honoraria. It does not include the pension of an officer who is re-employed, or local allowances granted on account of the unhealthiness or expensiveness of particular localities (which will in future be known as "compensatory local allowances"), exchange compensation allowance, travelling or conveyance allowances, house-rent allowances or grant of free quarters, allowances to civil surgeons for charge of railway employés, office allowances, hill allowances governed by authorised hill allowance codes, and non-recurring honoraria. Subject to the limitations contained in these rules, and to any specific orders of the Secretary of State bearing on particular matters, the Government of India have full power to sanction the grant of allowances which are not included in the definition of remuneration: Provided that the sanction of the Secretary of State in Council is required to—

(*a*) the grant of exchange compensation allowance in any case in which it is not now admissible; and

(*b*) any modification of the broad principles on which the rules relating to the Calcutta, Bombay and Rangoon house allowance schemes are based, including the rates and the general conditions of eligibility laid down in them.

III. The sanction of the Secretary of State in Council is required—

(1) To any expenditure (except in cases in which authority is granted to the Government of India by this resolution) which is—

(*a*) of an unusual nature; or

Insert the following as Sub-Clause (*iii*) to Clause (14) of Rule III of Article 277 :—

" (*iii*) (*a*) recurring, and (*b*) non-recurring assignments of amounts not exceeding Rs. 15,000 and Rs. 50,000 respectively, in each case which may arise. "

6th list—1-8-14.

(b) devoted to objects outside the ordinary work of administration; or

(c) likely to involve at a later date expenditure beyond the powers of sanction of the Government of India.

NOTE.—The purchase of a railway line by Government is a transaction involving expenditure of an unusual nature, and accordingly requires the sanction of the Secretary of State in Council.

(2) To the creation of any new permanent appointment, which would ordinarily be held by a gazetted civil officer recruited in England, and to the raising of the pay of such an appointment already in existence or of such an officer.

NOTE.—The word "pay" in this clause has the meaning assigned to it in Chapter II of the Civil Service Regulations. The Government of India are empowered to sanction local or other allowances for an appointment or an officer of the above class, provided that the remuneration of the appointment or officer is not thereby raised to an amount in excess of ₹750 a month.

(3) (a) To the creation of a permanent appointment, not of the class specified in III (2), of which the remuneration exceeds ₹800 a month.

(b) To the raising of the remuneration of an officer, or of a sanctioned permanent appointment, not of the class specified in III (2), to an amount in excess of ₹800 a month, or to the increase of a remuneration which is already in excess of that amount.

NOTE 1.—In the case of incremental pay, the test for the application of this rule is the maximum pay attainable. The grant of increased remuneration to an officer on incremental or a time scale of pay, the maximum of which rises to or exceeds ₹800 a month, on the condition that it should be continued only so long as it does not cause his total remuneration to exceed ₹800 a month, does not accordingly require the sanction of the Secretary of State.

NOTE 2.—Where the remuneration of an officer cannot equitably be fixed at a monthly rate because it would in consequence of its source be liable to fluctuation from month to month, the sanction of the Secretary of State is required to the grant of a remuneration in excess of ₹9,600 a year, instead of ₹800 a month.

(4) (a) To the placing of an officer on duty outside India.

(b) To the temporary appointment or deputation of an officer in India on a remuneration (inclusive of deputation allowance, if any) exceeding ₹50,000 a year (₹4,166⅔ a month), unless such officer has a lien on an appointment carrying a remuneration of equal or higher value fixed by statute.

(c) To a temporary appointment or the deputation of an officer in India on a remuneration (inclusive of deputation allowance, if any) exceeding ₹800, but not exceeding ₹4,166⅔ a month, when such appointment or deputation is expected to last, or does last, for more than two years. But in this case previous sanction is not required.

NOTE 1.—The sanction of the Secretary of State is not required to the creation of (a) temporary appointments or deputations connected with plague; and (b) temporary appointments for settlement work, subject as regards remuneration, to the rules contained in Appendix 4-A. of the Civil Service Regulations.

NOTE 2.—The period for which a temporary appointment or deputation has been sanctioned by the Secretary of State may, if necessary, be extended without further reference to that authority, provided that such extension shall not exceed one month.

NOTE 3.—When the remuneration of an officer appointed to a temporary appointment or placed on deputation for a period of more than two years is increased beyond the limit of R300 a month laid down in this clause, by reason only of an increase of the pay or acting allowance of the officer holding it, the specific sanction of the Secretary of State will not be required to the continuance of the temporary appointment or deputation with increased remuneration until the expiry of the period originally sanctioned.

(5) To the approval to the grant to an officer from general revenues, or from a local fund, or from the revenues of a Native State, of an honorarium exceeding R1,000, for work which he is required to perform, either within or outside the course of his ordinary duties, when it is of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward.

NOTE 1.—This rule applies to single payments only; a recurring honorarium or reward or fee requires the same sanction as an increase of remuneration. The fee paid to an educational officer selected as an examiner on purely personal grounds, irrespective of his position under Government, though these grounds may bring about his appointment in successive years, is not a recurring fee within the meaning of this rule.

NOTE 2.—Pensioned officers of Government rank as private persons in respect of the receipt of honoraria from general revenues, from local funds, or from the revenues of a Native State.

NOTE 3.—The Government of India can sanction the payment of bonuses to members of subordinate establishments of the Public Works Department, whether permanent or temporary, who are engaged on important works of construction, provided that the bonus and remuneration of any particular employé do not together exceed R9,600 a year.

(6) To revisions of permanent establishments which involve additional expenditure of more than R50,000 a year. In the case of establishments, such as process-serving establishments, the scale and remuneration of which are determined by Courts of Law under rules having the force of law, the sanction of the Secretary of State in Council is not required under this clause unless the net extra expenditure involved, after allowing for the receipt of fees, exceeds R50,000 a year.

NOTE.—For the purpose of determining the above limit of R50,000 a year the cost of any temporary establishment which the new scheme will replace should not be taken as a set-off.

(7) To all orders involving expenditure for which the Civil Service Regulations or other authorised code specially declare that the sanction of the Secretary of State in Council is necessary.

(8) To the grant of any pension or gratuity that is not admissible under the provisions of the Civil Service Regulations, the India Army Regulations, or any other authorised code, or under any general authority conferred on the Government of India by a despatch of the Secretary of State in Council, such as his despatches sanctioning the grant, subject to specified conditions and limits, of pensions in respect of services rendered during the Mutiny, compassionate gratuities to the families of Government servants left in indigent

circumstances, pensions or gratuities to non-officials injured (or to the families of non-officials killed) during or in consequence of service rendered to the State, political pensions or gratuities, to non-officials and pensions or gratuities to non-officials who have rendered exceptional service to the Government.

NOTE 1.—The effect of the various orders quoted in this rule, so far as they relate to pensions and gratuities of non-officials and their families, is that the Government of India can sanction, without reference to the Secretary of State, the grant of reduced political life pensions to the heirs or other representatives of existing pensioners in accordance with the practice that has hitherto been followed; but that their power to sanction (1) new political life pensions or gratuities to non-officials or increases to existing political life pensions, (2) pensions or gratuities to non-officials who are injured (or to the families of non-officials who are killed) during or in consequence of service rendered to the State, and (3) other pensions or gratuities to non-officials who have rendered exceptional service to the Government, are limited to a pension not exceeding ₹1,000 a year, or a gratuity not exceeding ₹3,000 in any case.

NOTE 2.—The grant of a pension and a gratuity to the same individual requires the sanction of the Secretary of State.

(9) To the grant, on political considerations, of (*a*) land either free of revenue or on favourable terms, or (*b*) of assignments of land revenue, if the value of the land or land revenue exceeds ₹1,000 a year. Grants of either kind on other than political considerations are subject to the statutory rules published by the Government of India under the authority of the Secretary of State in their Finance and Commerce Department Resolution of the 20th February 1894, No. 933, and Finance Department Resolution of the 31st October 1910, No. 5751-Ex.

(10) To any expenditure of a non-recurring type on behalf of political pensioners, such as grants towards the funeral expenses of deceased pensioners, the provision of marriage dowries for daughters, allowances to meet the expense of proceeding under orders of competent authority from one locality to another and expenditure on other than ordinary repairs (as for example the installation of electric lights and fans) in connection with the residences which pensioners are provided with in certain cases at the cost of the State, if the amount, in any case, exceeds ₹1,000.

(11) To any expenditure on the erection or alteration of a church, or grant-in-aid towards the erection or alteration of a church not wholly constructed out of public funds, in excess of the amount admissible under the rules in the Public Works Department Code.

(12) To any cash grant to a charitable or religious institution (not being a grant for a church under the Public Works Department Code), which exceeds ₹10,000 a year if recurring or ₹50,000 if non-recurring; and to any grant to a charitable or religious institution outside India.

NOTE.—Institutions designed for medical relief are included in the category of charitable institutions.

(13) To expenditure on State ceremonies and assemblies and on the entertainment, at the public charge, of distinguished visitors to India, when the outlay is estimated to exceed ₹1,00,000.

(14) To grants to Local Governments having regular Provincial settlements, other than the following:—

(*i*) non-recurring grants made—

(*a*) to restore Provincial balances to the prescribed minimum when they have been depleted owing to calamities such as famine or plague;

(*b*) to enable Provincial Governments to restore the normal scale of expenditure on civil works or other services, when it has been specially reduced in consequence of calamities such as famine or plague;

(*c*) towards defraying the cost of schemes (costing not more than 10 lakhs excluding, or 12½ lakhs including, provision for establishment, tools, and plant), when the expenditure would ordinarily be met by local bodies, though passed *pro formâ* through the Provincial accounts; and

(*d*) for Provincial objects of secondary importance, of which the cost is within the limits mentioned in (*c*);

(*ii*) compensatory assignments, whether recurring or non-recurring, made in connection with—

(*e*) erroneous credits of Provincial revenue in the Imperial section of the accounts;

(*f*) expenditure undertaken from Provincial revenues on behalf of the Imperial Government; and

(*g*) transfer of liabilities arising from changes in the method of classification of receipts or charges, or from other causes.

(15) To expenditure for the direct benefit of Native States which is estimated to exceed ₹10,000 a year on any one project, or ₹50,000 if non-recurring.

(16) To expenditure on providing any addition to the list of "the special saloon carriages reserved for the use of high officials," as approved in paragraph 3 of the despatch from the Secretary of State, No. 67 (Railway), dated 29th September 1911. The Government of India may sanction such expenditure as may from time to time be required (*a*) to complete and keep up to date one standard gauge and one metre gauge train for the use of His Excellency the Viceroy, and (*b*) to maintain and, when necessary, to replace any of the other carriages referred to in this rule.

(17) To expenditure in connection with the staff, household and contract allowance of His Excellency the Viceroy in excess of the limits laid down in the despatch from the Secretary of State, No. 55 (Financial), dated 17th May 1912. The Government of India have the power to make a non-recurring addition to the contract allowance, of an amount not exceeding ₹20,000 in any year when occasions such as the visit of a member of the Royal Family to India or the occurrence of a State assemblage of unusual importance throw exceptional expenditure upon the contract allowance: provided that all such grants shall be reported to the Secretary of State when made.

(18) To the increase of the contract grant of the head of a province.

(19) To the expenditure of public money: (*a*) on the purchase of a motor car for the use of an official, or (*b*) on the maintenance of such a motor car otherwise than from the contract grant of the head of the province, except as provided in the rules approved in the despatch from the Secretary of State, No. 67 (Financial), dated 7th June 1912.

NOTE.—The sanction of the Secretary of State is not required to any expenditure by the head of a province from his contract grant on the hire of motor cars for use in the discharge of his official or ceremonial duties.

(20) To the revision in any important respect of any existing provincial or *quasi*-provincial settlement.

Rule V of the Resolution of the Government of India, Finance Department, No. 916-Ex., dated 4th March 1893.

IV. In applying these rules, audit officers may assume that all the provisions of the Civil Service Regulations, the India Army Regulations, the Public Works Department Code, the State Railway Codes, the Forest Code, and any other authorised code, have received the sanction of the Secretary of State in Council in all cases in which that sanction is necessary. They may, therefore, admit, without requiring the sanction of the Secretary of State in Council, any pensions, acting allowances, or other allowances which are admissible under the rules of those codes. Any allowances which are in excess of those admissible under those codes will require the sanction of the Secretary of State in Council if they come within the terms of Rule III above.

Rule VI of the Resolution of the Government of India, Finance Department, No. 916-Ex., dated 4th March 1893.

V. Audit officers may also assume that any general sanctions issued before 1889 (such, for example, as the orders granting personal allowances to military officers in the police in some provinces, and the rules under which rewards are granted to officers for passing language examinations) had duly received the sanction of the Secretary of State in Council when that is necessary, although under the procedure in force up to that year the orders were communicated to audit officers on the authority of the Government of India only.

VI. The following rules refer to public works expenditure. They do not apply to military works for which special rules exist in the departmental regulations:—

(1) No outlay shall ordinarily be charged to loan funds without the sanction of the Secretary of State in Council; but this rule shall not apply to—

(*a*) irrigation projects of which the estimated cost does not exceed ₹10,00,000 excluding provision for establishment, tools and plant, or ₹12,50,000 inclusive of those charges;

(*b*) .....

(*c*) .....

NOTE.—The Government of India may not sanction any expenditure from loan funds on irrigation works . . . . in excess of the limits of the programme for such works which have been sanctioned for the year by the Secretary of State in Council: . . . . .

(2) The sanction of the Secretary of State in Council is required to any work charged to revenue (.....) of which the estimate of cost exceeds ₹16,00,000 when provision for establishment, tools, and plant is not included and ₹20,00,000 when it is included.

NOTE 1.—This rule does not apply to cases in which a work, though subsidised by a lump sum grant from Government, is undertaken by, and on the responsibility of, a local body.

NOTE 2.—Expenditure in connection with residences of His Excellency the Viceroy and staff is subject to the following further restrictions:—

(*a*) Original works and special repairs. The previous sanction of the Secretary of State in Council is required to any project estimated to cost more than ₹1,50,000 (works outlay). All sanctions accorded by the Government of India in excess of ₹2,500 and up to ₹1,50,000 shall be reported to the Secretary of State in Council.

(*b*) Furniture. The previous sanction of the Secretary of State in Council is necessary to any grant in excess of ₹42,000 in any one year for public works expenditure on the supply and repair of furniture.

(3) When the estimate for construction of a work either from loan funds or from revenue has been sanctioned by the Secretary of State in Council, the Government of India can ordinarily sanction outlay in excess of the original sanctioned estimate up to an amount of 10 per cent. in excess of the estimate, provided that the excess is not more than ₹12,50,000 including establishment, tools, and plant. In the case of estimates for new railway projects, however, the limits are 25 per cent. or ₹50,00,000 over the amounts reported to, and approved by, the Secretary of State in Council. But any excess over a revised estimate or completion estimate sanctioned by the Secretary of State in Council can be sanctioned only by him.

(4) For the purpose of determining whether the sanction of the Secretary of State in Council is necessary under clauses (1), (2) and (3) of this rule, a group of works, which forms one project shall be considered as one work and the necessity for obtaining sanction to a project is not avoided by reason

of the fact that the cost of each particular work in the project is within the powers of sanction of the Government of India.

NOTE.—*The foregoing clause does not apply in the case of irrigation projects, the construction estimates of which have been closed and further capital outlay on which is being incurred under the rules for open capital expenditure. In the case of railways, proposals for expenditure contained in a completion estimate for any work, whether construction or open line, need not be grouped with any subsequent proposals for expenditure.*

(5) .....

(6) .....

(7) The Government of India exercise full powers in regard to temporary non-pensionable appointments in the Public Works Department subject to a maximum limit of remuneration of ₹4,166⅔ a month for any individual appointment.

VII. .....

VIII. The sanction of the Secretary of State in Council is required to the grant of—

(1) a loan which is—

(*a*) of an unusual nature; or

(*b*) devoted to objects outside the ordinary work of administration; and

(2) a loan to a Native State in excess of ₹5 lakhs, or a series of separate loans granted at short intervals to an amount exceeding ₹5 lakhs.

NOTE 1.—In any case where a cash grant would be within the powers of sanction of the Government of India, the grant of a loan of an amount not exceeding that of the cash grant, does not require the sanction of the Secretary of State in Council.

NOTE. 2.—Loans and advances of the various classes described in Chapter 8 of the Civil Account Code, which have hitherto been sanctioned by the Government of India without reference to the Secretary of State, are not of an unusual nature within the meaning of clause (1) (*a*) of this rule.

IX. ~~Any objection~~ raised under these rules to any order issued by the Government ~~of India will~~ be reported to the Secretary of State for information if the objection is overruled ~~by the Government~~ of India, and for the required sanction if the objection is not overruled. see slip

Page 123, Article 277, as amended by the 2nd List of Corrections dated 1st June 1913—

Insert the following as a Note to Rule II of this Article :—

NOTE.—A sanction to the terms of employment of a particular individual or of the creation of an appointment, accorded by the Secretary of State in the ordinary course of business and not implying, on the face of it or in the circumstances attending it, an intention to limit the Government of India in the future exercise of their ordinary powers, is not a specific order of the Secretary of State bearing on a particular matter within the meaning of this rule.

(21st List—2-4-18.)

Page 123, Article 277.—

Insert the following as Note 2 under Rule III (2) of this Article, the existing Note 2 being numbered as Note 3:—

NOTE 2.—The Government of India are also empowered to sanction a temporary duty allowance for an appointment or an officer of the above class for any specified period when the remuneration of the appointment or of the officer is not thereby raised to an amount in excess of Rs. 800 a month, and up to two years when such remuneration is not thereby raised to an amount in excess of Rs. 50,000 a year (Rs. 4,166⅔ a month). When the remuneration exceeds Rs. 800 a month, and when the period is expected to last or does last for more than two years, the sanction of the Secretary of State, though not necessarily his previous sanction, is required. The grant of temporary duty allowances to officers deputed for plague duty is not subject to the above restrictions.

Add the following to Rule III (3) :—

NOTE 3.—Note 2 to Rule III (2) applies here also.

[*20th List—2-1-18.*]

Page 123, Article 277 III (5) as revised by the second list of corrections, dated the 1st June 1913.

Substitute the following for the existing Note 1 under this Article :—

NOTE 1.—This rule applies to single payments only ; a recurring honorarium or reward or fee ordinarily requires the same sanction as an increase of remuneration. But the fee paid to an officer selected as an examiner on purely personal grounds, irrespective of his position under Government, though these grounds may bring about his appointment in successive years, or for a term of years, is not a recurring fee within the meaning of this rule.

[*17th List—1-4-17.*]

Page 123, Article 277 III (16) as revised by the second list of corrections, dated the 1st June 1913.

For the words "as approved in paragraph 3 of the despatch.....29th September 1911" *in lines 3 to 5 of this clause, substitute* "approved by the Secretary of State and published in Government of India, Railway Department (Railway Board), Resolution No. 186-T—16, dated the 25th September 1916."

[*17th List—1-4-17.*]

Page 123, Article 277 III (19) as amended by the second list of corrections dated the 1st June 1913.

Substitute the following for the existing Note under this Article :—

NOTE.—The sanction of the Secretary of State is not required—

(*a*) To any expenditure by the head of a province from his contract grant on the hire of motor cars for use in the discharge of his official or ceremonial duties.

(*b*) To the purchase of motor cars for the use of officers holding appointments *sui generis*, which are exceptional not only in their duties but their nature, when the circumstances rendering such a course desirable are of a temporary character ; provided that the car is disposed of as soon as the need for its use has disappeared.

[*17th List—1-4-17.*]

Page 123, Article 277 as revised by the second list of corrections dated the 1st June 1913 :—

Substitute the following for clause (b) of Rule II of this Article :—

(*b*) any modification of the broad principles on which the rules relating to the Calcutta, Bombay and Rangoon house allowance schemes are based, including the rates and the general conditions of eligibility laid down in them, and the admission to the schemes of appointments whose creation required the Secretary of State's sanction subsequent to the introduction of the schemes or requires such sanction hereafter.

Insert the following as Note 3 to Rule III (1) of this Article.

NOTE 3.—The Government of India are authorised to sanction expenditure of a reasonable nature on amenities in connection with official residences for which rents are recovered.

Page 123—Article 277.

Insert the following note under clause (11) of Rule III of this Article:—

NOTE.—The Government of India are, however, empowered to sanction expenditure on the erection or alteration of a church which is either in excess of the permissible limit or is not covered by the ecclesiastical rules, subject to a limit of Rs. 1,500 for any one church.

For the word "costing" *in* Rule III (14) (*i*) (*c*) *of this Article, substitute the words* "the share of which met from general revenues is."

Insert the following as a new clause after Rule III (14) of this Article:—

(14A) To recurring grants to local bodies exceeding Rs. 1 lakh a year in any one case.

Insert the words "chargeable to general revenues" *after the words* "estimate of cost" *in clause (2) of Rule VI of this Article.*

Article 277, page 123—

Substitute the following for Article 277 III (9A) (as introduced by the 3rd list of corrections dated 30-9-13).

(9A) To the grant to a Civil officer who is in Government employ or in receipt of a service pension, of—

(a) Land, except where the grant is made under the ordinary revenue rules of the province concerned, and involves no special concession in money or its equivalent beyond the fact that the grantee has received the grant in preference to others; or

(b) An assignment of land revenue when the total amount exceeds Rs. 600 a year, or the assignment, if within the amount is not limited to three lives and reduced by one-half on each succession ; or

(c) A political pension given in consideration of services not connected with the grantee's official position. The Government of India may, however, continue to an official, in whole or in part, an hereditary political pension granted for the benefit of the family generally.

[*9th list—1-7-14*]

Substitute the following for Article 277 III (11) as introduced by the 2nd list of corrections dated the 1st June 1913 :—

(11) To any expenditure on the erection or alteration or furnishing and equipment of a church, or compensation for sittings therein, or to any grant-in-aid towards the erection or alteration or furnishing and equipment of a church not wholly constructed out of public funds, in excess of the amount admissible under the rules in the Public Works Department Code.

(12th List—3-1-16.)

Page 123, Art, 277—

Substitute the following for Rule III (9) of the rules as introduced by the 2nd list of corrections, dated the 1st June 1913 :—

(9) To the grant to non-officials, on political considerations, of (*a*) land either free of revenue or on favourable terms ; or (*b*) of assignments of land revenue, if the value of the land or land revenue exceeds ₹1,000 a year.

Grants of either kind on other than political considerations are subject to the statutory rules published by the Government of India under the authority of the Secretary of State in thier Finance and Commerce Department Resolution of the 20th February 1894, No. 933, and Finance Department Resolution of the 31st October 1910, No. 5751-Ex.

(*9A*) *To the grant to a civil officer, in addition to his ordinary service pension, of*—

(*a*) land, except where the grant is made under the ordinary revenue rules of the Province concerned, and involves no special concession in money or its equivalent beyond the fact that the grantee has received the grant in preference to others ; or

(*b*) an assignment of land revenue when the total amount exceeds R600 a year, or the assignment, if within that amount, is not limited to three lines and reduced by one-half on each succession.

Chapter 17.—Sanction; Powers of Governments.

Classification of Charges	276	Local Fund Charges	286
Secretary of State's Sanction	277	If authority is exceeded	289
Imperial Charges	278	Date of Effect of Sanction	292
Imperial and Provincial Charges	278 A	Lapse of Sanction	293
Provincial Charges	283	Budget and Sanction	295

Classification of Charges.

276. Service payments on Government account are divided, so fa as regards the sanction necessary to support them, into two main classes Imperial and Provincial, the particulars of the division varying in th different provinces.

Secretary of State's Sanction.

277. I. An audit officer, before admitting in audit any charge agains the public revenues which requires the sanction of the Secretary of Stat in Council, must satisfy himself that that sanction has been accorde either by general or by special order of the Secretary of State in Counci The cases in which the audit officer is to regard that sanction as necessar are stated in the following rules: for the admission of any charge which are not stated in these rules to require the sanction of the Secre tary of State in Council, the authority of the Government of India, o in classes of cases in which the Government of India have delegate their powers to Local Governments, of the Local Government, should l regarded as sufficient.

II. In these rules the word "salary" includes all payments t officers from general revenues or from local funds administered b Government, whether in the nature of fixed allowances or of fees, r wards (except language rewards, other than those which take the for of monthly allowances) or honoraria; but it does not include exchang compensation allowance, travelling or conveyance allowances, hous rent allowance or grant of free quarters, allowances to civil surgeons f charge of railway employés, office allowances, and hill allowanc governed by authorised hill allowance codes.

NOTE.—In the case of single fees, rewards, or honoraria granted from general revenu or local funds administered by Government, for work outside an officer's ordinary dutie the sanction of the Secretary of State in Council is required only to payments in excess R1,000.

III. The sanction of the Secretary of State in Council is required-

(1) To any expenditure (except in cases in which authority granted to the Government of India by this resolutio which is—

(*a*) of an unusual nature; or

(*b*) devoted to objects outside the ordinary work of administr tion; or

(c) likely to involve at a later date expenditure beyond the powers of sanction of the Government of India.

(2) To the creation of any new permanent appointment, which would ordinarily be held by a gazetted civil officer recruited in England, and to the raising of the pay of such an appointment.

NOTE.—The word "pay" in this clause has the meaning assigned to it in Chapter II of the Civil Service Regulations. The Government of India are empowered to grant local or other special allowances to an officer of the above class, provided that his salary is not thereby raised to an amount in excess of R750 a month.

(3) (a) To the creation of a permanent appointment, not of the class specified in II (2), of which the salary exceeds R500 a month.

(b) To the raising of the salary of an officer, or of a sanctioned permanent appointment, not of the class specified in II (2), to an amount in excess of R750 a month, or to the increase of a salary which is already in excess of that amount.

NOTE.—In the case of incremental pay, the test for the application of this rule is the maximum pay attainable.

Despatch from the Secretary of State, No. 88 (Financial), dated 28th July 1905.

(4) (a) To the temporary appointment or deputation of an officer on a salary exceeding R50,000 a year (R4,166⅔ a month), unless such officer has a lien on an appointment carrying a salary of equal or higher value fixed by statute.

(b) To a temporary appointment or deputation carrying a salary of more than R500, but less than R4,166⅔ a month, when such appointment or deputation is expected to last, or does last, for more than two years. But in this case previous sanction is not required.

(c) To the grant of extra remuneration to an officer for specially meritorious work not falling outside the course of his ordinary duties, if the amount of the honorarium exceeds three months' pay of the officer, or if it raises his salary for the year in which it is granted above R9,000.

(5) To revisions of permanent establishment which involve additional expenditure of more than R50,000 a year. In the case of establishments, such as process-serving establishments, the scale and remuneration of which are determined by Courts of Law under rules having the force of law, the sanction of the Secretary of State in Council is not required under this clause unless the net extra expenditure involved, after allowing for the receipt of fees, exceeds R50,000 a year.

(6) To all orders involving expenditure for which the Civil Service Regulations or other authorised code specially declare that the sanction of the Secretary of State in Council is necessary.

(7) To the grant of any pension or gratuity that is not admissible under the provisions of the Civil Service Regulations, the Indian Army Regulations, or any other authorised code, or under any general authority conferred on the Government of India by a despatch of the Secretary of State in Council, such as his despatches sanctioning the grant, subject to specified conditions and limits, of pensions in respect of services rendered during the Mutiny, compassionate gratuities to the families of Government servants left in indigent circumstances, pensions or gratuities to persons injured (or to the families of persons killed) during, or in consequence of service rendered to the State, political pensions or gratuities, and other pensions and gratuities to persons who have rendered exceptional service to the Government.

NOTE.—"The Government of India may subject to the limit of ₹1,000 incur non-recurring expenditure on behalf of political pensioners without reference to the Secretary of State in Council."

(8) To the grant, on political considerations, of (*a*) land either free of revenue or on favourable terms, or (*b*) of assignments of land revenue, if the value of the land or land revenue exceeds ₹1,000 a year. Grants of either kind on other than political considerations are subject to the statutory rules published by the Government of India under the authority of the Secretary of State in their Finance and Commerce Department Resolution of the 20th February 1894, No. 933, and Finance Department Resolution of the 31st October 1910, No. 5751-Ex.

(9) To any expenditure on the erection or alteration of a church, or grant-in-aid towards erection or alteration of a church not wholly constructed out of public funds, in excess of the amount admissible under the rules in the Public Works Department Code.

(10) To any cash grant to a charitable or religious institution (not being a grant for a church under the Public Works Department Code), which exceeds ₹10,000 a year if recurring or ₹50,000 if non-recurring; and to any grant to a charitable or religious institution outside India.

NOTE.—Institutions designed for medical relief are included in the category of charitable institutions.

(11) To expenditure on State ceremonies and assemblies and on the entertainment, at the public charge, of distinguished visitors to India, when the outlay is estimated to exceed ₹1,00,000.

(12) To grants to Local Governments having regular Provincial settlements, other than the following:—

(*i*) non-recurring grants made—

(*a*) to restore Provincial balances to the prescribed minimum when they have been depleted owing to calamities such as famine or plague;

(*b*) to enable Provincial Governments to restore the normal scale of expenditure on civil works or other services, when it has been specially reduced in consequence of calamities such as famine or plague;

(*c*) towards defraying the cost of schemes (costing not more than ten lakhs excluding, or 12½ lakhs including, provision for establishment, tools and plant), when the expenditure would ordinarily be met by local bodies, though passed *pro formâ* through the Provincial accounts; and

(*d*) for Provincial objects of secondary importance, of which the cost is within the limits mentioned in (*c*);

(*ii*) compensatory assignments, whether recurring or non-recurring, made in connection with—

(*e*) erroneous credits of Provincial revenue in the Imperial section of the accounts;

(*f*) expenditure undertaken from Provincial revenues on behalf of the Imperial Government; and

(*g*) transfer of liabilities arising from changes in the method of classification of receipts or charges, or from other causes.

(13) To expenditure for the direct benefit of Native States which is estimated to exceed R10,000 a year on any one project, or R50,000 if non-recurring.

(14) To a loan to a Native State in excess of R5,00,000, or to a series of separate loans granted at short intervals to an amount exceeding R5,00,000.

(15) To expenditure on providing any addition to the list of "the special saloon carriages reserved for the use of officials" contained in the enclosure to the Secretary of State's despatch No. 58 (Railway), dated the 15th July 1910.

(16) To the increase of the contract grant of the head of a province.

(17) To the expenditure of public money on the purchase or maintenance of a motor car for the use of an official.

(18) To the revision in any important respect of any of the existing provincial settlements.

Rule V of the Resolution of the Government of India in the Finance Department, No. 916-Ex., dated 4th March 1893.

IV. In applying these rules, audit officers may assume that all the provisions of the Civil Service Regulations, the India Army Regulations, the Public Works Department Code, the State Railway Codes, the Forest Code, and any other authorised code, have received the sanction of the Secretary of State in Council in all cases in which that sanction is necessary. They may, therefore, admit, without requiring the sanction of the Secretary of State in Council, any pensions, acting allowances, or other allowances which are admissible under the rules of those codes. Any allowances which are in excess of those admissible under those codes will require the sanction of the Secretary of State in Council if they come within the terms of Rule III above.

Article 277, page 126—

Insert a new clause :—

(19) To the supply of a motor car to a Government officer at the public expense.

1st List—10-8-13

V. Audit officers may also assume that any general sanctions issued before 1889 (such, for example, as the orders granting personal allowances to military officers in the police in some provinces, and the rules under which rewards are granted to officers for passing language examinations) had duly received the sanction of the Secretary of State in Council when that is necessary, although under the procedure in force up to that year the orders were communicated to audit officers, on the authority of the Government of India only.

Rule VI of the Resolution of the Government of India in the Finance Department, No. 916-Ex., dated 4th March 1893.

VI. The following rules are special for railways and other public works, excluding military works to which Rule VII below applies:—

(1) No outlay shall ordinarily be charged to loan funds without the sanction of the Secretary of State in Council; but this rule shall not apply to—

(*a*) irrigation projects of which the estimated cost does not exceed ₹10,00,000 excluding provision for establishment, tools and plant, or ₹12,50,000 inclusive of those charges;

(*b*) capital expenditure on lines under construction—

(*i*) included in a railway programme sanctioned by the Secretary of State in Council. In such cases, the sanction of the programme by the Secretary of State in Council will be a sufficient sanction for such works included in it as require his sanction;

(*ii*) which are short additions to, or extensions of, existing lines required to supply needful conveniences for a traffic already established, or local feeder lines not likely to form a portion of any scheme of through communication, provided that the estimated cost in each case does not exceed 12½ lakhs;

(*c*) capital expenditure on open lines of railway—

(*i*) on a work or group of works included in a railway programme sanctioned by the Secretary of State in Council. In such cases the sanction of the programme by the Secretary of State in Council will be a sufficient sanction for all works included in it;

(*ii*) on a work or group of works, not included in a sanctioned railway programme, of which the estimated cost does not exceed ₹20,00,000.

NOTE.—The Government of India may not sanction expenditure from loan funds on irrigation works and railways in excess of the limits of the Public Works programme sanctioned for each year by the Secretary of State in Council.

(2) The sanction of the Secretary of State in Council is required to any work charged to Revenue [other than railways which will be dealt with as under clause (1) above] of which the estimate of cost exceeds ₹16,00,000 when provision for establishment, tools and plant is not included, and ₹20,00,000 when it is included.

NOTE.—This rule does not apply to cases in which a work, though subsidised by lump sum grant from Government, is undertaken by, and on the responsibility of, a local body.

(3) When the estimate for construction of a work either from loan funds or from revenue has been sanctioned by the Secretary of State in Council, the Government of India can ordinarily sanction outlay in excess of the original sanctioned estimate up to an amount of 10 per cent. in excess of the estimate, provided that the excess is not more than ₹12,50,000 including establishment, tools and plant. In the case of estimates for new railway projects, however, the limits are 25 per cent. or ₹50,00,000 over the amounts reported to and approved by the Secretary of State in Council. But any excess over a revised estimate sanctioned by the Secretary of State in Council can be sanctioned only by him.

(4) For the purpose of determining whether the sanction of the Secretary of State in Council is necessary under clauses (2) and (3) of this rule, a group of works which form one project shall be considered as one work and the necessity for obtaining sanction to a project is not avoided by reason of the fact that the cost of each particular work in the project is within the powers of sanction of the Government of India.

NOTE.—The foregoing clause does not apply in the case of railway or irrigation project the construction estimates of which have been closed and further capital outlay on which is being incurred under the rules for open capital expenditure.

(5) Provided that the estimated cost does not exceed 100 lakhs, the Government of India can sanction the construction of a railway by a branch line company domiciled in India, with rupee capital, on general branch line terms which have been previously approved by the Secretary of State in Council, and without a firm guarantee.

(6) As regards non-pensionable establishments on State railways, the Government of India exercise full powers in regard to—

(*a*) creation of appointments and increases and alterations in scales;

(*b*) acting and travelling allowances, bonuses, gratuities, etc.

The following rules are special to military expenditure:—

(1) The sanction of the Secretary of State in Council is required to any military work of which the estimate of cost, including provision for establishment, tools and plant, exceeds ₹1,50,000.

(2) All new measures involving expenditure chargeable to heads Army, Marine, Military Works, or Special Defences, the total initial cost of which, plus one year's recurring expenditure, is estimated to exceed ₹50,000, shall be submitted to the Secretary of State in an annual schedule.

(3) Expenditure on such measures shall not be incurred (*a*) in the case of measures which are beyond the powers of the Government of India as defined in the foregoing sections of this resolution, until the specific sanction of the Secretary of State in Council has been received; (*b*) in the case of measures which are within the powers of the Government of India as defined in the foregoing sections of this resolution, until the measures have been submitted to the Secretary of State in an annual schedule.

As an exception to this rule expenditure of the kind referred to in clause (*b*) may be incurred without previous reference to the Secretary of State, and in anticipation of its inclusion in the next annual schedule, provided that it can be met from savings or lapses in the sanctioned schedule allotment of the year. When expenditure is so incurred, a report should be made to the Secretary of State.

(4) Except with the previous sanction of the Secretary of State in Council, the total expenditure on schedule measures in any year shall not exceed the total sum allotted for such measures in the budget of the year.

NOTE.—Subject to compliance with the requirements of clause (2) above, the Government of India may vary the allocation of the total schedule allotment of the year between the different measures included in the schedule without reference to the Secretary of State or may apply a portion of the total allotment to the prosecution of measures which are included in the schedule, but for which no actual provision has been made.

VIII. Any objection raised under these rules to any order issued by the Government of India will be reported to the Secretary of State for information if the objection is overruled by the Government of India, and for the required sanction if the objection is not overruled.

The following are the Statutory Rules referred to in Rule III (8) of the Resolution:—

The following provisions and restrictions are prescribed by the Secretary of State in Council in exercise of the power reserved to him by Statute 22 and 23 Vict., Cap. 41, section 1, and shall apply to all concessions, grants, leases, and contracts (except such as may be made under any special legislative sanction) made or entered into by the Government of India, or by a Local Government or Administration or other authority in India, to or with any person, firm, company, syndicate, municipality, or other public body who or which has applied for the same for mining, milling or any other industrial or manufacturing purposes or for the purpose of any railway, tramway, waterworks or other undertaking of a like nature not being for ordinary agricultural or settlement purposes or for the purpose of securing the exploitation of forest produce from State forests:—

I. No concession, grant, or lease of land, of mineral or forest rights, of right to water power, or of right of way or other easement, or of any privilege in respect of land, of mineral or forest rights, of right to water power, or of an easement, and

no contract involving the execution or maintenance by Government of works,

shall be made or entered into by the Government of India to, with, or in favour of any person, firm, syndicate, company, municipality, or other public body for any of the purposes abovementioned without the express sanction of the Secretary of State in Council,—

if such concession, grant, lease, or contract—

(*a*) is intended to endure for a period exceeding ten years, and is not accompanied by an unconditional power of revocation or cancelment by the Government of India at any time during such period on the expiry of six months' notice to that effect, and imposes on the revenues of India an annual liability in excess of fifty thousand rupees; or

(*b*) imposes on such revenues a charge or expenditure or liability to damages in excess of twelve lakhs of rupees; or

(*c*) involves the cession of property or rights of which the estimated value exceeds twelve lakhs of rupees.

II. No concession, grant, or lease of land, of mineral or forest rights, of right to water power, or of right of way or other easement, or of any privilege in respect of land, of mineral or forest rights, of right to water power, or of an easement, and

no contract involving the execution or maintenance by Government of works,

shall be made or entered into by any Local Government or Administration or other authority in India to, with, or in favour of any person, firm, company, syndicate, municipality, or other public body for any of the purposes abovementioned without the express sanction of the Government of India and of the Secretary of State in Council,—

if such concession, grant, lease, or contract—

(*a*) is intended to endure for a period exceeding ten years and is not accompanied by an unconditional power of revocation or cancelment by the Government of India at any time during such period on the expiry of six months' notice to that effect, and imposes on the revenues of India an annual liability in excess of fifty thousand rupees; or

(*b*) imposes on such revenues a charge or expenditure or liability to damages in excess of twelve lakhs of rupees; or

(*c*) involves the cession of property or rights of which the estimated value exceeds twelve lakhs of rupees.

III. No such concession, grant, lease or contract shall be made by any Local Government or Administration or other authority in India to, with, or in favour of any person, firm, company, municipality, or other public body for any of the purposes abovementioned without the express sanction of the Government of India,—

if such concession, grant, lease, or contract—

(*a*) is intended to endure for a period exceeding five years, and is not accompanied by an unconditional power of revocation by the Government at any time during such period on the expiry of six months' notice to that effect, and imposes

on the revenues of India an annual liability in excess of five thousand rupees; or

(*b*) imposes on such revenues a charge or expenditure or liability to damages in excess of one lakh of rupees; or

(*c*) involves the cession of property or rights of which the estimated value exceeds one lakh of rupees.

IV. No such concession, grant, lease, or contract shall be made by any Local Government or Administration or other authority in India to, with, or in favour of any joint stock company, except with the sanction of the Government of India, and subject to these rules so far as the same may be applicable.

V. No transfer of any such concession, grant, lease, or contract or of any part thereof, or any interest therein, or any under-letting, shall be recognized as valid except it be made with the express assent of—

(*a*) the Secretary of State in Council in cases falling within Rule I or II;

(*b*) the Government of India in cases falling within Rule III; and

(*c*) the Local Government or Administration in any other cases; with the proviso that a transfer or under-letting to a company will in all cases require the sanction of the Government of India.

And the Secretary of State in Council and the Government of India as the case may be, may in his or their absolute discretion refuse such assent.

VI. In every writing intended to express any concession, grant, lease, or contract which falls within these rules it shall be expressly declared that such concession, grant, lease, or contract is granted or made subject to them.

VII. When the assent of the Secretary of State in Council is rendered by these rules necessary to the validity of any concession, grant, lease, or contract or to the transfer thereof, it shall be signified under the hand of an Under-Secretary of State; and when the assent of the Government of India is so required it shall be signified under the hand of a Secretary of that Government.

VIII. The foregoing rules I to VII inclusive shall not apply to any concession, grant, lease, or contract for any of the purposes mentioned in Rule I, if made under any special rules issued or approved by the Secretary of State in Council.

Supplementary Rules.

Rule A.—In cases where it is considered expedient to grant concessions or to make agreements, such as those contemplated in the Statutory Rules, the deed of concession, or the agreement, if the rights under it are transferable, must be so framed that it will be beyond the power of the grantees or contractees to transfer their rights, or any part of them, except with the sanction of the Government of India, or of Local Governments and Administrations in cases coming within their cognizance.

B.—All such concession and agreements will further be subject to any special provisions made by Government to meet particular cases or particular classes of cases.

C.—Before any concession or agreement of the class referred to is submitted for the approval of the Government of India, its terms should be considered in the Judicial Department of the Local Government, and by the highest legal adviser to that Government.

D.—The foregoing Rules shall not apply to any concession, grant, lease, or contract for any of the purposes mentioned in the Statutory Rules, if made under any special rules issued or approved by the Secretary of State in Council.

Imperial Charges.

278. (*a*) As regards Imperial charges, the general rule is that, without the previous consent of the Government of India, a Local Government has no authority to sanction, even provisionally, any charges of a permanent nature, nor any charge involving a debit against next year's grant. It may sanction—

(1) Revision of establishment [subject to Provincial Rules 4 (3*a*), (4), (5) and last half of (8) given in Article 283] provided that any additional expense involved be met either by an equivalent reduction in the same department or by a permanent reduction of fixed expense in some other department, charged to the same major head.

(2) Increases in non-gazetted establishments without equivalent reduction, if there be sufficient Budget provision under the same head of charge from savings of other than gazetted officers' salaries: Provided further that the aggregate of the increases sanctioned under all heads does not exceed ₹3,000 in any year; and that no appointment of which the salary exceed ₹50 a month, and no addition to the pay and allowances of any appointment if they exceed, or would after the addition exceed ₹50 a month, may be sanctioned without reference to the Government of India in the Financial Department.

(3) Fixed recurring charges of a contingent character which under the ordinary rules of audit require the sanction of Local Governments up to a limit of ₹200 a year in each case.

(*b*) All increases of establishment sanctioned under this rule should be reported to the Financial Department of the Government of India in annual statements. The sanctions may be held to have been confirmed unless exception is taken to any of them by the Financial Department on a review of the statements.

NOTE.—(*i*) The officers mentioned below exercise the powers referred to in clause (1) in respect of appointments which do not, or would not after the alteration, exceed ₹50 a month :—

Agent to Governor General in Rajputana, Central India, Baluchistan, Chief Commissioner, Ajmer-Merwara; Residents, Hyderabad and Mysore.

(*ii*) These officers are also authorised to sanction temporary appointments and deputations, subject to the conditions (1) that no net increase of expenditure is involved and (2) that only appointments the pay of which does not, or would not after the alteration, exceed ₹50, are dealt with.

(*iii*) The Agent to the Governor General and Chief Commissioner, North-West Frontier Province, is competent to sanction revisions and readjustments of all establishments, subject to Provincial Rule 4, and to the condition that the expense which any revision may entail must be met by an immediate equivalent reduction of permanent expenditure in some establishment under his control.

(*iv*) The following officers are authorised to exercise the powers referred to in clause (3) above :—

The Agent to the Governor General and Chief Commissioner, North-West Frontier Province.
The Agent to the Governor General, Rajputana.
The Agent to the Governor General, Central India.
The Agent to the Governor General, Baluchistan.
The Chief Commissioner, Ajmer-Merwara.
The Resident, Hyderabad.
The Resident, Mysore and Chief Commissioner of Coorg.

(*v*) The Inspector General of Forests, the Agricultural Adviser to the Government of India and Director of Agricultural Research Institute, Pusa, and the Director General of Observatories can sanction (i) revision of permanent establishment involving no extra expenditure, (ii) new appointments not exceeding ₹50 a month within budget provision, subject to the restriction imposed by Article 278 of the Civil Account Code.

(*vi*) Local Governments may sanction non-recurring archæological expenditure which can be met by re-appropriation and recurring expenditure up to a limit of ₹50 a year.

Imperial and Provincial Charges.

278A. (*a*) Local Governments (including Chief Commissioners) may also, subject to the provisos stated below, without reference of each case to the Government of India, sanction expenditure, whether Local, Provincial or Imperial, on objects customarily recognized as fit objects for the expenditure of public money, in cases in which a reference to the Government of India has hitherto been required either (*a*) by the terms of any rule or order, or (*b*) because the conditions or limitations prescribed in any rule or order are not completely fulfilled, or (*c*) because there is no rule or order authorising the expenditure: Provided that—

(1) the sanction relates only to a single payment and does not cover any recurring payment;

NOTE.—This does not prohibit a payment calculated at so much per day or per month (*e.g.*, joining time over 30 days), but merely excludes periodical payments running into future dates.

(2) the sanction does not involve the setting aside of any existing rule of the Government of India as distinguished from the granting of an exemption from its operation, justified by special circumstances; and that it does not establish a new rule or practice involving expenditure;

(3) the total amount payable under the sanction does not exceed ₹1,000 in any case if charged wholly or partly to Provincial or Local, and ₹500 if charged wholly to Imperial;

(4) the expenditure is within the power of the Government of India to sanction, and does not require a reference to the Secretary of State.

NOTE 1.—The powers of a Local Government has been delegated to the Railway Board for the purposes of this article.

NOTE 2.—A Local Government may, subject to the restrictions imposed by Article 277, sanction expenditure under the head "33—Famine Relief" notwithstanding the classification of such expenditure as Imperial or as partly Imperial and partly Provincial, the powers of the Local Government to control and sanction such expenditure being in all respects the same as in the case of Provincial expenditure.

(*b*) Each sanction given under the powers conferred in this article must quote the article for the information of the Account Officer concerned. The authority must not be delegated. It applies to all payments in the Civil Department and to all payments under the Civil Service Regulations in the Public Works Department.

279. (1) A Local Government has power to write off finally the irrecoverable value of stores or public money lost by fraud or the negligence of individuals or other cause, but must report such losses to the Government of India, when the loss exceeds ₹10,000 and falls upon Imperial revenues. Sanction to such writes-off should be communicated to the Accountant General who will scrutinise each case and bring to notice any defect of system which appears to require attention.

NOTE.—This power may be delegated to Commissioners of Divisions, Heads of Departments, the Chief Justices of High Courts, the Chief Judges of Chief Courts and the Judicial Commissioner, Central Provinces, up to ₹200 in each case, provided that the loss does not disclose (1) a defect of system, the amendment of which requires the orders of Government, or (2) serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requiring the orders of higher authority.

The Board of Revenue, Madras, Commissioners of Divisions and Heads of Departments in Bengal and Burma, the Revenue Commissioner and the Administrative Medical Officer in Baluchistan and the Secretary to the Agent to the Governor General, Baluchistan, are also authorised to write-off up to ₹500 subject to the same conditions.

(2) The Surveyor General of India, the Inspector General of Forests, the Agricultural Adviser to the Government of India and Director of the Agricultural Research Institute, Pusa, and the Director General of Observatories exercise the powers of a Local Government in regard to writing off the value of stores or money lost by fraud, etc., if the loss does not exceed ₹500, in cases of fraud and ₹1,000 in case of loss or destruction of stores. A report should be made to the Government of India if the loss discloses (1) a defect of system, the amendment of which requires their orders, or (2) serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requiring the orders of higher authority.

279A. Local Governments, including Chief Commissioners and Departments of the Government of India, have power of remitting, in the case of officers serving under them and without reference to the Government of India in the Finance Department, all disallowances by Audit Officers so far as they affect payments made more than six months before the date when they were challenged, provided they consider the amount to have been drawn by the officer, under a reasonable belief on his part that he was entitled to it. In the case of disallowances of payments made within six months from the date of payment they have similar powers to sanction remissions on the following conditions:—

(1) That the amount challenged was drawn by the officer under reasonable belief on his part that he was entitled to it.

Article 279, clause (2), page 134—

Omit "and" *in line 3, after* "observatories" *in line 4 insert a comma and add* "and the Chief Commissioner of Delhi."

1st List—10-3-13

Article 279A, page 135—

Add the following note to this article:—

NOTE.—In the case of payments made in advance and subject to subsequent adjustment on production of final bills, documents or other information for the purpose of audit, the six months' limit dates from the submission of the final bill and not from the receipt of the advance.

1st List—10-3-13.

(2) That the amount challenged was not an overdrawal occasioned by delay in notifying an officer's promotion or reversion.

(3) That the overdrawal does not evidence some defect in the system which should receive the notice of the Government of India.

(4) That the overdrawal has not—

(*a*) had the effect of raising an officer's emoluments in such a manner as to increase his salary beyond ₹9,000 per annum;

(*b*) involved other expenditure which under any specific rule requires the sanction of the Secretary of State.

The Audit Officer should bring to the notice of the Government of India cases in which he thinks that the intention of the rule is being misapplied.

In cases when the above conditions are not fulfilled the sanction of the Government of India in the Finance Department must be obtained.

280. A Local Government may dispose of escheated estates or property not exceeding ₹1,000 in value without previous reference to the Government of India, subject, however, to the submission of an annual statement showing the cases so disposed of.

281. A Department of the Government of India has the same power of sanctioning increase or revision of establishment as a Local Government (Article 278); otherwise, without the consent of the Financial Department previously recorded, no order sanctioning expenditure of money is ordinarily issued by any Department of the Government of India; and if, under emergent circumstances, it be necessary to issue such an order without such previous consent, the order is immediately communicated to the Financial Department. An Accountant General will obey such an order without question, though he will at once report it to the Financial Department, in case, by some oversight, it may not have been communicated in due course. Any Department of the Government of India may also sanction contingent expenditure up to a limit of ₹1,000 in each case, unless there is something novel, doubtful, or irregular in the character of the expenditure.

1. The Inspector General of Forests, the Agricultural Adviser to the Government of India and Director of the Agricultural Research Institute, Pusa, and the Director General of Observatories are authorised to sanction contingent charges within budget limits up to ₹1,000 in each case unless there is something novel, doubtful or irregular in the case.

2. Orders issued under Code rules, or under other regulation or well recognized custom, or in conformity with a sanctioned scale of charge (neither adding to it nor modifying it), are issued direct to the Account Department by Secretariats of the Government of India, without communication to the Financial Department.

3. Pensions and gratuities however are an exception; the orders granting them are sent to Financial Department for registration and despatch to the Accountant General except in the following cases :—

(*a*) Orders passed by the Foreign and Revenue Departments, for the continuance of political pensions to the heirs of deceased pensioners or pensions in lieu of lapsed jagirs up to a limit of ₹5,000 a year, provided there is no departure from recognised rules or practice.

(*b*) Pensions and gratuities granted by the Public Works and Army Departments under Appendix I, Civil Service Regulations.

(c) Pensions of non-gazetted officers sanctioned by the officer having authority to fill up the appointment vacated by the retiring officer.

282. All Departments of the Government of India have power to sanction transfers of grants between detailed heads under the same major head in the sanctioned estimates of their own offices and of any Imperial Department directly administered by them. This authority is subject to the conditions that transfers from savings under salaries of gazetted officers will not be made in any case, ~~and that savings under "Establishment" will be utilized only for the purposes stated in Article 278(2), and not appropriated to contingencies or other charges~~.

1. Under this rule the Foreign Department has the power, subject to the limitations mentioned above, to transfer savings in the sanctioned grants of one Political Agency to meet unavoidable expenditure in another Agency for which no Budget provision exists, so long as the total of the sanctioned estimates of all the Political Agencies under the direct control of that Department is not exceeded.

2. The Agent to the Governor General, Rajputana, ~~and Chief Commissioner, Ajmer-Merwara~~, the Agent to the Governor General, Central India, the Resident in Mysore and Chief Commissioner of Coorg and the Resident at Hyderabad, exercise these powers mentioned in the same way as a Department of the Government of India. See Slip

3. The Chief Commissioner, Ajmer-Merwara, is authorized to re-appropriate from one head of expenditure to another, within the limits of budget grants, subject to the conditions—

(i) that transfers from savings under "Salaries ~~and Establishment~~" will be utilised only to meet establishment charges and not appropriated to contingencies or other charges;

(ii) that budget provision made for a special purpose, *e.g.*, a new road, shall not be diverted to meet any other expenditure without the sanction of the Government of India.

4. In the absence of any special orders and subject to the condition that transfers from savings under salaries of gazetted officers ~~and establishment~~ will not be made in any case, the following Heads of Departments under the Government of India have power to sanction transfers of grants between detailed heads under the same major head in the sanctioned estimates of their own offices and of any department directly administered by them :—

(1) Director General, Indian Medical Service.
(2) Sanitary Commissioner.
(3) Superintendent, Port Blair.
(4) Director, Criminal Investigation Department.
(5) Director General of Archæology.
(6) Surveyor General of India.
(7) Inspector General of Forests.
(8) Agricultural Adviser to the Government of India and Director of the Agricultural Research Institute, Pusa.
(9) Director General of Observatories.
(10) Director, Botanical Survey of India.
(11) Railway Board.
(12) Controller of Printing, Stationery and Stamps.
(13) Director General of Posts and Telegraphs.
(14) Chief Inspector of Explosives.
(15) Director General of Commercial Intelligence.
(16) Director, Geological Survey.
(17) Chief Inspector of Mines in India.
(18) Inspector General, Imperial Service Troops.
(19) Commandant, Imperial Cadet Corps.
(20) Comptroller and Auditor General.
(21) ~~Head Commissioner of Paper Currency~~. Controller of Currency
(22) Commissioner, Northern India Salt Revenue.

N. B. See slip

Article 282, note 4, page 136—

Insert "and officers" after the words "Heads of Departments" in line 3 of this note, and add the following to the list :—

(23) Resident at Baroda.
(24) " in Nepal.
(25) " in Kashmir.
(26) Political Agent in charge of the ex-Amir.
(27) " Officer in Sikkim.

[*9th list—1-7-15.*]

Article 282, Note 2, page 136—

From lines 1 and 2 omit " and Chief Commissioner, Ajmer-Merwara."

1st List—10-3-13.

Article 282, Note 3, page 136—

For "Commissioner" *read* "Commissioners," *after* "Ajmer-Merwara" *insert* "and Delhi," *and for* "is" *read* "are"

1st List—10-3-13.

Article 282, page 136, Rule 3 (*i*)—

For the words "Salaries and Establishment" *in line 1 substitute* "Salaries."

8th List—1-4-15.

Article 282, page 136—

In line 6 of para. 1 of this article, substitute a full-stop for the comma after "case," *and cancel the rest of the para.*

8th List—1-4-15.

Page 136, Article 282, Note 4—

To the list of officers given in note 4 add :—

" (28)—Council of the Imperial Library."

[*10th list—1-10-15.*]

Article 282 (4), page 136—

From line 2 omit the words "and Establishment."

8th List—1-4-15.

Article 282, Note 4, page 136—

Add the following as a "N.B." to this note:—

"*N.B.*—The Director of Statistics is authorised to exercise the same power of transfers of grants between detailed heads under the same major head in the sanctioned estimates of his office, subject to the same restrictions."

7th List—15-1-15.

Article 282, Note 4, page 136—

Against item No. (21) for "Head Commissioner of Paper Currency" *substitute* "Controller of Currency."

7th List—15-1-15.

Article 282, Note 5, page 137—

For the words "and such other officers subordinate to them as have been declared to be Heads of Departments" *in lines 2 and 3, substitute* "and other officers subordinate to them, to whom, in their opinion such delegation can safely be made."

7th List—15-1-15.

Article 282, Rule (1), page 137—

Omit the words "and Establishment" *from this rule.*

8th List—1-4-15.

5. Local Governments and the Local Administrations named in the footnote are authorised to delegate to Boards of Revenue, Financial Commissioners ~~and such other officers subordinate to them as have been declared to be Heads of Departments~~, the power of making re-appropriations in connection with the budget grants of the branches of the administration which they control. Such re-appropriations shall be of a routine character only and shall be made from one minor head to another within the same major head. The power shall be exercised subject to the following conditions :—

(1) That savings under Salaries ~~and Establishment~~ shall not be re-appropriated to other classes of expenditure.

(2) The savings on non-recurring expenditure under " Supplies and Services," Contingencies " and other detailed heads shall not be re-appropriated in order to provide for additional recurring expenditure under " Salaries, Establishment " or on any other account; and

(3) That it will be open to the Government of India and Local Governments to require in any time of financial pressure, that the exercise by Heads of Departments of their powers of re-appropriation shall be suspended.

These orders do not involve the curtailment of any more extended powers that may have been already delegated with sanction of the Government of India to any authorities subordinate to Local Governments and Administrations.

282A. Local Governments and Administrations may, subject to any restrictions they desire to impose, delegate to such officers subordinate to them as they may select for this purpose the authority to vary details (namely the rates of pay of particular posts, the number of hands employed and the period of employment) of any temporary establishments employed under such officers. The authority may be delegated in respect of all temporary establishments whether entertained for full periods of one year or for longer or shorter periods.

The delegation of such authority shall, however, be subject to the following conditions :—

(*a*) That the cost of a temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its employment.

(*b*) That, where the authority which sanctioned the employment of the temporary establishment is the Local Government or Administration, the pay of no post shall be raised above such a maximum as the Local Government or Administration may by general or special order fix for this purpose.

(*c*) That in other cases, the pay of no post shall be raised above the limit of sanction enjoyed by the authority which sanctioned the employment of the temporary establishment.

Provincial Charges.

283. The following are extracts from the rules and conditions regulating the administration by Local Governments of Provincial Revenues and Expenditure (Financial Department Resolution No. 3531-A., dated 11th August 1897) :—

* * * * * * * * *

3. Subject to the limitations hereinafter stated, Local Governments exercise, in respect of Provincial revenue and expenditure, all the financial powers of sanction and control which were exercised, before the introduction of the system of Provincial finance,

Chief Commissioner, Central Provinces ; Agent to the Governor General and Chief Commissioner, Baluchistan and North West Frontier ; Chief Commissioner, Ajmer-Merwara ; Chief Commissioner, Coorg.

by the Government of India. In the case of revenue and expenditure classified under heads which are divided between Imperial and Provincial in fixed proportions, those powers are exercised by the Local Governments in respect of the Imperial portion also. The financial powers vested in Local Governments as above are necessarily limited to those possessed by the Government of India. In all matters of grave financial importance and in certain minor matters the orders of the Secretary of State are required; and, although some of the limitations rendered necessary by this restriction on the powers of the Government of India are included in the subsequent paragraphs of this Resolution, it should be understood that all orders which are now in force or which may hereafter be issued, which have the effect of requiring the sanction of the Secretary of State in connection with any matter affecting revenue or expenditure, necessarily prevent the Local Governments from issuing, without a reference to the Government of India, final orders in regard to such matter.

4. Without the previous sanction of the Government of India—

(1) No additional taxation may be imposed, and no change made in any existing system of revenue management.

(2) No new general service or duty may be undertaken; whenever a Local Government proposes to undertake any such new service or duty, it must satisfy the Government of India that it can provide the funds for it, temporarily if the service or duty is temporary, and permanently if it is permanent.

(3) (*a*) No permanent appointment may be created with a pay of more than R250 a month, and no addition may be made to the pay and allowances of any officer if they exceed, or would, after the addition, exceed, R250 a month.

(*b*) No temporary appointment or deputation involving the payment of more than R250 a month may be sanctioned for a period exceeding six months.

(4) No permanent appointment of which the pay and allowances are more than R250 a month may be abolished; and the pay and allowances of no such appointment may be reduced.

(5) No class or grade of officers may be created or abolished; and the pay of no class or grade of officers may be raised or reduced.

NOTE.—This rule is not applicable to ministerial establishment.

(6) The rates of duty on spirits and drugs should not be altered in any case in which the alteration is likely to affect the excise arrangements of neighbouring provinces: and in particular the sanction of the Governor General in Council must be obtained to any alteration in the rates of duty in any district which borders on another province.

(7) For the same reason, the rates of discount upon the retail of stamps and court-fees labels must not be altered.

(8) No addition may be made to the pay or allowances of any individual officer, or class of officers, that may lead to increase in the emoluments of any public servants doing duty in the same province, whose pay and allowances are not charged under one of the transferred heads of service. The Government of India reserves the right to forbid alterations in rates of pay or allowances, which, in its opinion, would produce inconvenience in other provinces.

(9) No item, hitherto credited to general revenue, Imperial or Provincial, may be alienated to form an asset of any local or special fund.

(10) Though grants, subventions or assignments from Provincial Revenues to Local or Municipal bodies may be made by Local Governments out of funds which are at their disposal, yet there is no obligation on the State to continue them after the expiration of the quinquennial period of the settlement; and they will not ordinarily be included in the estimate of the Provincial Expenditure to be made for the next settlement.

(11) No money may be removed from the public treasury for investment or deposit elsewhere; the Government of India, which is responsible for the provision of ways and means for the public service in all departments, must always retain, as at present, in its own hands, absolute and unconditional control over all money in the public treasury: a Local Government may not withdraw such money except for expenditure upon the public service. The order applies to local fund balances as much as to provincial funds. The principle is that no funds contributed from the public revenues or raised by general taxation, such as the district cess funds and the like, shall be invested without the consent of the Government of India; these orders do not apply to municipal or port funds, nor to trust or endowment funds, of any kind. The principles which should guide Local Governments in sanctioning the

investment of funds which are derived from local or special taxation are laid down in Government of India, F. D. No. 2312A., dated 1st May 1901.

(12) No alteration must be made in the form or procedure of the public accounts; in particular Local Governments may not issue orders directing the division of a charge between two or more heads of account; the Comptroller General ordinarily decides the proper classification of an item in the accounts.

(13) No services previously rendered to other departments at the charge of the departments made over to the control of the Local Governments may be diminished, and no services previously rendered to these departments at the charge of other departments may be increased.

(14) No line of through communication may be abandoned or allowed to fall out of repair.

* * * * * * * * *

11. It is a general condition, precedent to the delegation of all authority to disburse public money, that it shall be *bonâ fide* for a public object; nothing must be carried out by means of the public funds for the advantage of any individual or body of private persons unless in accordance with some declared or established rule or principle recognised by the Government of India. Nor can expenditure of public money be sanctioned upon objects which are not in the category of recognised objects of expenditure from the revenues of the State. It is the duty of every Audit Officer, at all times, to challenge any infringement of these principles; and every Local Government must submit, for the orders of the Government of India, any representation made to it by any Audit Officer in accordance with this rule which it does not promptly accept.

12. All standing orders and rules of the Supreme Government are to be observed, including, in particular, the rules in the Civil Service Regulations, the Code of the Public Works Department, and the Civil Account Code.

13. Local Governments must exercise the powers vested in them by this Resolution subject to the ordinary rules of the Budget system.

14. The settlement for each Province is a consolidated one, and is not a collection of separate settlements for each Provincial head. The Local Governments and Administrations will be expected to maintain all the Provincial services in a state of administrative efficiency, providing any increased expenditure necessary for the purpose either from savings in expenditure to be effected by economical administration of the Provincial Services, or from development of revenues.

15. The financial powers vested in Local Governments by this Resolution are subject to the general supervision and control of the Government of India, and His Excellency the Governor General in Council expressly reserves the right of issuing instructions to the Local Governments on general or particular matters affecting the transferred revenues and services, when such interference with the discretion ordinarily vested in them seems to him expedient.

284. Applications for increases of salaries and other permanent charges should be first considered in the department of the Local Government concerned and should then be forwarded to the Financial Department of the Local Government for sanction and for the issue of the necessary orders.

285. If an order be sent to the Accountant General direct from any other department, his duty is the same as in the analogous case with the Government of India; he will not refuse obedience, but will report to the Financial Department of the Local Government that such an order has been issued, and request that it may be communicated to him by the Financial Department in ordinary course.

Local Fund Charges.

286. Local bodies to whom the administration of local or municipal funds has been committed are competent,—subject to the general restrictions imposed by the Legislature or to such special reservations as the Government of India may lay down in any case (*e.g.*, that referred to

in paragraph 22 of Home Department Resolution of the 18th May 1882), or with reference to any particular class of appointments,—to create, as well as to abolish, without reference to higher authority, all appointments the pay of which is chargeable to such local or municipal funds.

287. As regards appointments payable from local funds administered by Local Governments and not by local bodies, the restrictions applicable to appointments payable from Imperial or Provincial revenues are enforced. If the sanction required by this rule has not been obtained in the case of any existing appointment, the sanction of the Government of India should be obtained whenever there is a change of incumbents.

288. Cancelled.

If Government exceeds Powers.

289. If an Account Officer considers that any expenditure sanctioned by the Government of India requires the sanction of the Secretary of State, he will not disallow the charge, but will place it under objection and submit a report with a statement of reasons to the Government of India, Finance Department.

290. It is usually found convenient for a Local Government, before passing orders, to obtain the advice of the Local Accountant General as to any particular application of financial rules or orders concerning which there may be doubt. Also, whenever an Accountant General is of opinion that any proceeding of a Local Government transgresses any such rule or order, it is his duty respectfully to advise the Local Government accordingly. In either case the Local Government may follow or disregard the advice of the Accountant General, as may seem to it right.

291. But if the Accountant General does not finally acquiesce in the correctness of the decision of the Local Government, it is his duty respectfully to request the Local Government to submit the question for the orders of the Supreme Government. The Supreme Government does not usually receive any communication upon such matters from an Accountant General, except through the Local Government; but a Local Government must not withhold any such representation made by an Accountant General unless it yields thereto.

Date of Effect of Sanction.

292. Unless otherwise expressly ruled or unless the contrary appears from the context, a sanction of the Secretary of State takes effect from the date of receipt of the orders by the Government of India, and a sanction of the Government of India or of a Local Government or other authority has effect from the date of the orders conveying the sanction.

Lapse of Sanction.

293. A sanction for any fresh charge which has not been acted on for a year must be held to have lapsed, unless it is specifically renewed.

Article 294, page 141—and the note under it—

Cancel the article and the note.

7th List—15-1-15.

Page 141, Article 297 —

Omit the last sentence.

[*20th List—2-1-18.*]

ages 141-146, Article 298.—

Substitute the following for the existing Article and Annexure A on pages 143-146 :—

298. All excesses over the aggregate Imperial and Provincial grants, respectively, under each major head, after taking into account additional grants and reappropriations sanctioned before the close of the year, will be separately exhibited in the Audit and Appropriation Report. Excesses over Provincial grants, provided the aggregate grant for Provincial expenditure has not been exceeded, may be sanctioned by the Local Government. The orders of the Local Government should be passed and any necessary explanations offered in time to permit the Comptroller and Auditor General to refer to them in his Audit and Appropriation Report which is due for issue on or about the 15th April of the second year succeeding that to which it relates.

[*20th List—2-1-18.*]

Page 141, Article 296.—

Substitute the following for the existing Article and the Note under it :—

296. In any case in which a reference to the Government of India is necessary, applications for additional grants or reappropriations should be made and sanction obtained before the close of the year. Such applications should also be made before any expenditure not provided for in the Estimates is incurred, unless the excess is trifling or could not be foreseen before the close of the year. All excesses not covered by reappropriation or additional grant will be reported to the Government of India through the Comptroller and Auditor General's Audit and Appropriation Report.

[*20th List—2-1-18.*]

Article 297, page 141—

Omit "by the Accountant General" *in line 3 and the* "comma" *after* "General" *in line 4, and insert* "and the Controller of Currency respectively" *after* "General" *in line 4 of the article.*

7th List—15-1-15.

Page 141, Article 295(b)—

For Article 295 (*b*) as amended by the 4th List of Corrections, dated 1st February 1914, *read* as follows :—

"(*b*) between the Imperial grants included in its estimates under all divided major or minor heads as well as wholly Imperial major or minor heads included in the groups " Direct demands on the revenue ", " Interest ", and " Miscellaneous civil charges " and the head " 23.—Ecclesiastical " provided that the total of the Imperial grants under these Imperial major and minor heads is not exceeded. "

6th list—1-8-14.

Page 141, Article 295 (a)—

After "divided" in line 2 add "major or minor."

Page 141, Article 295 (b) (1)—

After "divided" add "major or minor."

Page 141, Article 295 (b) (2)—

After "Imperial" in line 1 add "major or minor."

Page 141, Article 295-Note—

After "*Quasi*-Provincial" in line 3 add "major or minor."

NOTE.—This article does not apply to a case where an allowance sanctioned for an appointment or a class of officers has not been drawn by a particular incumbent of the appointment or a particular set of officers, nor does it apply to additions made gradually from year to year to a permanent establishment under a general scheme which has been sanctioned by proper authority.

294. On the expiration of the period for which the pay and allowances of an officer in an appointment have been sanctioned by the Government of India, no further payment should be made except under the orders of that Government.

NOTE.—A Local Government has no power to sanction payment to an officer after the lapse of any sanction which may have been accorded by the Government of India.

Budget and Sanction.

295. Subject to the rule laid down in Article 158, a Local Government or Administration can sanction re-appropriations—

(*a*) between the Provincial grants included in its estimates, whether under a wholly Provincial or a divided head, provided that the aggregate grant for Provincial expenditure is not exceeded;

(*b*) between the Imperial grants included in its estimates under—

(1) Divided heads.

(2) Wholly Imperial heads included in the groups "Direct demands on the Revenue," "Interest," and "Miscellaneous Civil Charges," and the head 23.—Ecclesiastical, provided that the total of the Imperial grants for these heads is not exceeded.

NOTE.—The Agent to the Governor General in Baluchistan, and the Chief Commissioner, North-West Frontier Province, exercise the powers described in clauses (*a*) and (*b*) (1) of this article in respect of Imperial and *quasi*-Provincial heads of service under the *quasi*-Provincial settlements concluded with them.

296. In any case in which reference to the Government of India is necessary under the preceding rule, application for sanction may be made at the end of the year in a consolidated statement if the excess is only trifling or if the excess could not be foreseen before the close of the year. In all other cases application for additional grants must be made and sanction must be obtained before any expenditure not provided for in the estimates is incurred.

NOTE.—In the cases referred to in the second sentence of Article 296, the applications for additional grants as well as for re-appropriations of existing grants should always be submitted in time to admit of orders on them being passed before the close of the year. After the year has closed no additional grants or re-appropriations can be sanctioned.

297. Applications under Article 296 for *previous* sanction to additional grants required by the Civil Account and Currency Departments should be submitted by the Accountants General to the Comptroller and Auditor General, who should obtain the sanction of the Government of India when necessary. But such excesses will, of course, be included in the consolidated statement required by Article 298.

298. (*a*) Each Accountant General and Comptroller should submit, on the 20th December each year, to the Government of India, through

the Local Government concerned, a statement in Form 33 showing the aggregate Budget grants and actuals for—

(1) Imperial,
(2) Provincial.

This form should, if there be any excess expenditure to which sanction is required, be accompanied by a consolidated statement (Form 34) showing the excess expenditure for each major head in the Civil Department only, reference being made in the consolidated statement to the relative paragraphs of the appropriation report, in explanation of the excesses.

(*b*) Should there be any excesses in the statement which are not referred to in the appropriation report, owing to their having come to notice as the result of journal entries made after the closing of the final accounts for March, brief explanations of the cause of the excesses and of their omission from the appropriation report should be attached to the statement. The Local Government should communicate to the Audit Office their orders on these statements not later than the 15th of January. The Account Officers should communicate these orders to the Comptroller General for the purposes of the general appropriation report, so as to reach him before the close of January.

(*c*) The above procedure should also be adopted by the Comptroller, India Treasuries, for the expenditure incurred by the Administrations and Departments immediately under the Government of India and coming under his audit. The statement of excess expenditure should, however, in this instance, be prepared and forwarded to the Finance Department in Form 34A, showing separately against each major head for the Foreign Department as a whole and for each province or Imperial Department under the direct administration of any other Civil Department of the Government of India as indicated in Annexure A, the actual expenditure incurred and the excess, if any, requiring the sanction of the Government of India in the Department of Finance. Any expenditure which does not come under the direct administration of any single Department of the Government of India, should be entered in Form 34A, so that the total of each major head may work up to the total shown in the books of the Comptroller, India Treasuries.

299. Similar statements of excess expenditure in the ~~Public Works Department~~, Military, Marine (Imperial) and Post Office Departments are to be prepared by the Chief Account Officers of those Departments and submitted to the Finance Department through the Administrative Departments concerned.

Article 298 (*a*), page 142—

In last line but two of this article for "Department only," *substitute* "and Public Works Departments,"

1st List—10-3-13.

Article 299, page 142—

Omit the words "Public Works Department" *in lines 1 to 2 of this article.*

1st List—10-3-13.

Page 142, Article 299.—

Cancel this article.

[*20th List—2-1-18*]

ANNEXURE A.

(See Article 293.)

List of the Provinces, Political Agencies, and Departments, etc., under the Government of India.

Department of the Government of India.	Province, Agency or Department.	Local Government or other controlling authority.	REMARKS.
Foreign Department.	1. AJMER-MERWARA .	Chief Commissioner	The Agent to the Governor General in Rajputana is *ex officio* Chief Commissioner.
	Commissioner of Ajmer.	.....	
	2. BALUCHISTAN . .	Governor General's Agent in Baluchistan.	
	Baluchistan Agency	.....	Residency of the 1st Class.
	Political Agent, Kalat	.....	Political Agencies.
	" Quetta and Peshin.	.....	
	Political Agent, Loralai	.....	
	Political Agent, Zhob .	.....	
	Political Assistant, Chageh.	.....	
	Political Agent, Sibi .	.....	
	3. CENTRAL INDIA . .	Governor General's Agent in Central India.	
	Central India (Indore) Agency.	.....	Residency of the 1st Class.
	Indore . .	.....	Residency of the 2nd Class.
	Gwalior . .		
	Baghelkhand . .	.....	Political Agencies.
	Bhopal . . .	.....	
	Bhopawar . .	.....	
	Bundelkhand . .	.....	
	Malwa . . .	.....	
	Goona (Assistancy) .	.....	Held *ex officio* by the Commandant, C. I. Horse, at Goona.
	4. PERSIAN GULF . .	Political Resident in the Persian Gulf.	
	Bushire . . .	.....	Resident of the 2nd Class.
	Kerman . . .	.....	Consulate.

Department of the Government of India.	Province, Agency or Department.	Local Government or other controlling authority.	REMARKS.
Foreign Department—*contd.*	4. PERSIAN GULF—*contd.*		
	Kermanshaw	.....	Vice-Consulate.
	Arabistan	.....	Ditto.
	Bunder Abbas	.....	Ditto.
	Koweit	.....	Political Agency.
	Bahrein	.....	Political Assistancy.
	Maskat	.....	Political Agency.
	5. RAJPUTANA	Governor General's Agent in Rajputana.	
	Rajputana Agency	.....	Residency of the 1st Class.
	Jaipur	.....	Residencies of the 2nd Class.
	Mewar	.....	
	Western Rajputana States.	.....	
	Alwar	.....	Political Agencies.
	Bikaner	.....	
	Eastern Rajputana States.	.....	
	Haraoti and Tonk	.....	
	Kotah and Jhallawar	.....	
	Mewar	.....	Assistancy.
	Kherwara	.....	Ditto.
	Kotra	.....	Ditto.
	6. TURKISH ARABIA	Political Resident in Turkish Arabia.	
	Baghdad	.....	Residency of the 2nd Class.
	7. KASHMIR (*a*)		
	Kashmir	Resident in Kashmir	Residency of the 2nd Class.
	Dir, Swat and Chitral	.....	Political Agencies.
	Gilgit	.....	
	8. SINGLE CHARGES		
	Hyderabad	Resident at Hyderabad.	Residency of the 1st Class.
	Mysore	Resident in Mysore	
	Baroda (*b*)	Resident at Baroda	Residency of the 2nd Class.
	Khorasan	His Britannic Majesty's Consul and Agent to the Governor General in Khorasan.	Consulate.
	Seistan and Kain	His Britannic Majesty's Consul.	Ditto.
	Nepal	Resident in Nepal.	
	Imperial Service Troops.	Inspector General, Imperial Service Troops.	
	Tarbat-i-Haidari	His Britannic Majesty's Consul.	Consulate.
	Imperial Cadet Corps	Commandant.	
	Bam	His Britannic Majesty's Vice Consul.	Vice-Consulate.

(*a*) Under the audit of the Accountant General, Punjab.
(*b*) Under the audit of the Accountant General, Bombay.

Department of the Government of India.	Province, Agency or Department.	Local Government or other controlling authority.	REMARKS.
Foreign Department—*concld.*	8. SINGLE CHARGES—*contd.*		
	Kabul . . .	.. ...	Native Officer's special charge.
	Political Officer in charge of the ex-Amir. Political Officer with Sardar Ayub Khan.	.....	Held by officers who are ordinarily of the grade of Political Agent.
Home Department.	Coorg	Chief Commissioner of Coorg.	
	Port Blair . .	Superintendent, Port Blair, and *Chief Commissioner, Andamans.	
	Central Criminal Intelligence Department.	Director, Criminal Intelligence Department.	
	Administrator General, Bengal.	Administrator General.	
Education Department.	Archæological Survey	Archæological Surveyor, United Provinces and Punjab.	
		Archæological Surveyor, Bombay.	
		Archæological Surveyor, Bengal and Assam.	
		Government Epigraphist, Madras.	
		Archæological Surveyor, N.-W. F. Province and Baluchistan.	
	Imperial Library . .	Librarian.	
Revenue and Agriculture Department.	Survey of India . .	Surveyor General.	
	Board of Scientific Advice .	Secretary.	
	Botanical Survey .	Director, Botanical Survey.	

* Under the audit of the Accountant General, Punjab.

Department of the Government of India.	Province, Agency or Department.	Local Government or other controlling authority.	REMARKS.
Revenue and Agriculture Department—*contd.*	Meteorological Department	Meteorological Reporter to the Government of India.	
	Agricultural Department .	Agricultural Adviser to the Government of India and Director of the Agricultural Research Institute, Pusa.	
	Agricultural Chemist . Cryptogamic Botanist . Biological and Economic Botanist. Entomologist . . Agricultural Bacteriologist. Experimental farm at Pusa.	Ditto.	
Finance Department.	Comptroller General's Office.	Comptroller General.	
	Currency Office, Calcutta .	Ditto.	
	Calcutta Mint . .	Mint Master.	
Commerce and Industry Department.	Northern India Salt Revenue Department.	Commissioner, Northern India Salt Revenue.	
	Stationery and Printing Department.	Controller of Stationery, Printing and Stamps.	
	Government Printing Office.	Ditto.	
	Geological Survey . .	Director, Geological Survey.	
	Mines Inspecting Department.	Chief Inspector of Mines.	
	Bureau of Commercial Intelligence.	Director General of Commercial Intelligence.	
	Reporter on Economic Products.	Reporter on Economic Products.	
	Chief Inspector of Explosives.	Chief Inspector of Explosives.	

PART II.

TREASURY PROCEDURE.

Chapter 18.—General Procedure of Treasuries.

Division of Departments	300	Entry in Accounts	317
Responsibility of District Officer	301	Sub-treasury Accounts	320
Treasurer's Security	303	Closing for the Day	323
Custody of Treasure	304	Closing for the Month	324
Treasurer's Department	306	Returns to the Accountant General	326
Receipt of Money	308	Abstract Account	328
Payment of Money	309	Cash Balance Report	329
Payments to Persons not in Government Service	313	District Officer's Verification	335
Cheques and Letters of Credit	314	Notices	337
		Treasury Inspection	339

[*N.B.*—Articles 317, 318, 319, 325 and 326 of this chapter do not apply to Madras which still compiles classified accounts. The Accountant General has drawn up other rules in substitution for these.]

Division of Departments.

300. The treasury is in general charge of the District Officer (Collector) who may entrust the immediate executive charge to a "Treasury Officer" subordinate to him, but he cannot divest himself of administrative charge. The treasury is divided into two departments,—that of the accounts under the charge of an Accountant, and that of the cash, stamps and opium (if any) under charge of the Treasurer.

Responsibility of District Officer.

301. The Accountant General directs his communications regarding treasury work either to the District Officer or to the Treasury Officer. The Government has repeatedly ruled that the appointment of a subordinate to the immediate charge of a treasury in no way relieves a District Officer from responsibility. This responsibility extends not only to the security of the cash balance with the stamps and opium, and the immediate detection of any irregular practice on the part of the subordinates, but also to the correctness of the returns and the punctuality of their submission, and to the implicit obedience of the Treasury Officer to the instructions issued from the Account Office.

NOTE.—The several Local Governments have been requested to lay down in writing the responsibility of the District and the Treasury Officer, respectively.

302. District Officers should remember that, when an irregularity of any kind is brought to their notice by the Accountant General, nothing but a report on their own knowledge, after personal investigation, can be considered satisfactory. It is not enough for them to pass on the

explanation of a subordinate; reports prepared in this manner have more than once, by lulling suspicion, led to greater irregularity afterwards.

Treasurer's Security.

303. (*a*) A model form for the Treasurer's security bond is given in Appendix G. The Promissory Notes lodged as security may be returned after six months from the date of vacation of office by a Treasurer, but the bond should be retained permanently, or until it is certain that there is no necessity for keeping it any longer. It is the duty of the Revenue Officers, and not of the Account Department, to see to the existence and sufficiency of the security.

(*b*) The form may be modified in the case of other than treasurers of district treasuries, but in their case no modification can be allowed without reference to the Government Solicitor.

Custody of Treasure.

304. The bulk of the treasure remains under double keys of the Treasury Officer and of the Treasurer; the Treasurer may not hold in his separate custody a sum larger than is necessary for the convenient transaction of the Government business, and this sum, together with the value of stamps, opium, etc., in his sole custody, must not be larger than the security given by him. The sum so held should be seen and roughly verified by the Treasury Officer every night and locked up in the vault under double locks.

Note see slip

305. The following rules must be carefully observed in receiving money into or giving it out from double locks:—

1. As regards specie, two different boxes (or other receptacles) must be in use at the same time, one into which the money received is placed, the other from which that required is given out. The money given out must be that which has been longest in the treasury, and each box must be completely emptied and the contents passed out before another is taken up; if the treasure is kept in piles or in a single treasure well, the Collector will record an order specifying the precise arrangement to be observed, so that all coin received may, in its due turn, pass out of the treasury.

2. The money must be prepared by the treasurer for reception into double locks by being made up in bags of uniform size (R500, or R1,000, or R2,000, according to convenience of use; but one of these sizes must be selected and adhered to), and the Treasury Officer must thereafter cause the contents of each bag to be emptied into the scales, weighed, and poured into another bag, which should be tied up in his presence. The bags thus tested should then be counted into the chest.

3. Notes intended for delivery into double locks should be made up in bundles in the order of receipt (see Article 612), the number in each bundle being stated upon the outside. They should be counted over by the officer in charge before being received.

4. Notes when required to be given out of double locks should be counted in detail with the same care, unless they have been made up into bundles of a fixed size, and signed (after testing as in the last rule) by the officer in charge.

5. Silver coin may be given out of double locks by counting the number of bags only.

6. Every amount passed into or passed out of double locks should be registered in Form 38 (Treasurer's Daily Balance Sheet) *at the time* by the officer in charge with his own hand, and a memorandum should be kept in each chest showing its contents.

7. The lines in Form 38 should be printed wide apart so as to admit of two or three entries against each in the rare cases when the same kind of money is taken out more than once the same day.

Article 304, page 148—

Add the following as a note under this article :—

" NOTE.—In the Punjab, the Local Government may, in cases where the Treasurer's security is given by a bond covering defalcations in more than one treasury, authorise the Treasurer to hold in his separate custody at any specified treasury, stamps of a value not exceeding one-half of the total sum covered by the security, subject to the condition that the aggregate value of cash, opium, etc., so held shall not exceed ₹5,000."

7th List—15-1-15.

Page 148, Article 305—

Cancel rule 1 and number the remaining rules as 1 to 6.

[18th List—2-7-17.]

Page 148, Article 305—

Cancel rule 1 and number the remaining rules as 1 to 6.

[*18th List—2-7-17.*]

Page 148, Article 305.

Insert the following as a new paragraph in continuation of rule 7 :—

As an alternative it is open to the Accountant-General to sanction the maintenance of a separate register in Form 38-A. for recording in detail the transaction in connection with the issues and deposits of notes and coin from double locks, where desired by the officer in charge of any individual treasury, when he is satisfied that such transactions are numerous and that a separate record is convenient and desirable. Each transaction in this register will be initialled *at the time* by the Treasury Officer, but the corresponding entries in the Treasurer's daily balance sheet may be made by the Treasurer. The Treasury Officer's register should be kept in the strong room and at the end of each day the Treasury Officer should carefully check (and attest by his initials) the double lock entries in the Treasurer's daily balance-sheet by comparison with those in his own book.

14th List—1-7-16.

305A. (*a*) The following rules have been prescribed by the Government of India for the custody of duplicate keys of treasury strong rooms and chests:—

1. A register of all padlocks belonging to the head-quarter and sub-treasuries and treasure chests shall be maintained in the following form and kept in the strong room of the district treasury :—

Date of receipt.	Number borne by padlock and keys.	Number of duplicates received.	Initials of Treasury Officer who receives the keys.	Date of removal of any duplicate key.	Number and date of order sanctioning the removal.	Initials of Treasury Officer removing the key.

Separate pages shall be assigned to the head-quarter treasury and for each sub-treasury or treasure chest. Each sub-treasury shall also keep a list of its own padlocks and keys in the above form.

2. Every padlock shall have a number impressed upon it or attached to it by a metal or other label, and the same number shall be impressed on or attached to each key belonging to it. No two padlocks in the same district shall bear the same number.

3. If a padlock becomes unserviceable or ceases to be required, or if any one of the keys belonging to it is lost, the circumstance shall be reported to the Chief Revenue Authority of the Province, who shall pass orders regarding the disposal of the padlock and keys. No padlock, of which a duplicate key has been lost, shall continue to be used in the same district. No spare padlocks should be kept at a sub-treasury, or, except with the permission of the Chief Revenue Authority, at a district treasury, and duplicate keys shall not be kept at sub-treasuries.

4. No local mechanic shall ever be allowed to repair a treasury padlock or to make a new key for one.

5. All spare padlocks with their keys, which are held in the district treasury with the approval of the Chief Revenue Authority, and all duplicate keys except those belonging to the locks of the head-quarter strong room door, shall be kept in the head-quarter strong room under double locks, the key of one lock being in the hands of the Treasury Officer and of the other in the hands of the Treasurer. The duplicate keys of the strong room shall be secured under the seal of the Treasury Officer and Treasurer and deposited in the District Court or in such other place as the Local Government shall direct. Once a year in the month of April they shall be sent for, examined and returned to the appointed place under fresh seals of the Treasury Officer and Treasurer, a note being made in the duplicate key register that they have been examined and found correct.

6. Whenever the charge of a treasury is transferred or a Treasurer is changed, all padlocks and duplicate keys belonging to the treasury shall be examined and compared with the register, and a certificate shall be signed that they have been found to be correct.

At every inspection of a treasury under Article 339, Civil Account Code, the Inspecting Officer shall report whether he has found the padlocks and all keys (except the strong room locks duplicate keys deposited elsewhere) correct and deposited in accordance with these rules.

(*b*) There is no objection to the above rules being modified in particular points to suit local convenience under special orders of the Chief Revenue Authority. The essential points to be required are—

(1) that some person or persons shall be definitely responsible for the custody of duplicate keys;
(2) that the whereabouts of the keys shall be enquired into periodically and also whenever charge is transferred;
(3) that when the loss of a key is discovered, the loss shall be at once reported to the Chief Revenue Authority by whom such orders should be issued as will prevent the risk of access to the lock by any one into whose hands the lost key may have fallen; and
(4) that an unnecessary number of duplicates or spare locks and keys shall not be supplied in the first instance, or retained when they have ceased to be required.

(*c*) These points should be borne in mind in sanctioning any modification of the rules prescribed.

Treasurer's Department.

306. The Treasurer should maintain a simple cash book (without subordinate registers), in which each receipt and payment is posted at the time of making it. The Treasurer will sign and immediately return to the Accountant (after the necessary entry in his accounts) all receipts for money received. He will stamp all payment vouchers "Paid" and retain them for delivery to the Account Department when the books are compared.

307. When stamps or opium have been sold, the total sales should be entered before the cash book is closed, and a memorandum should be prepared and forwarded to the Accountant, so that the necessary entry may be made in the accounts.

Receipt of Money.

308. The memorandum with which money is presented to be paid in (Article 3) will be handed first to the Accountant (treasury clerk) who, if it is in order in all respects, will sign it. Next, the person making the payment will present it with the cash to the Treasurer, who will count and test the money, enter the amount in his own book, and sign the slip, which will again be taken to the Accountant for entry in his cash book and for the preparation of a formal receipt for his own or the Treasury Officer's signature; such a receipt only will be a proper acquittance. If the memorandum is in duplicate, one copy may be made use of for the receipt given by the treasury.

1. To guard against the risk of uncurrent or counterfeit coin being substituted in a treasury for good coin presented by the public or received in remittance, the Government of India has ordered that shroffs and potdars or other officials who handle coin in treasuries should on arrival for the day's work give up to the treasurer or a responsible subordinate to whom the treasurer may delegate the duty, all coin carried with them at the time. This coin will be restored when the men are leaving office at the close of the day's work.

2. Receipts for sums less than ₹500 do not require the Treasury Officer's signature. All will be signed by the Accountant; and as those for sums received by transfer in account will not be signed by the Treasurer, the District Officer will, by an office order, designate the person who shall attach the second signature in the case of sums under ₹500.

3. The Public Works, Post Office, and other departments, send a remittance book with their payments to the treasury, and in it the treasury receipt should be given. The

Page 150, Article 308—

In rule 3 under this Article, for "Post Office" *substitute* "Postal and Telegraph."

[*18th List—2-7-17.*]

Page 150, Article 308—

In rule 3 under this Article, for "Post Office" *substitute* "Postal and Telegraph."

[*18th List—2-7-17.*]

usual memorandum (or *chalan*) is required, in addition to the remittance book, for use in the treasury.

4. When slips in duplicate are tendered with cash, the Accountant may initial both, and receiving both back signed from the Treasury may complete his signature on one and return it as a receipt to the person who makes the payment, first obtaining, in the case of sums of R500 and upwards, the signature of the Treasury Officer.

5. Receipts for money paid for service stamps should always be given upon a printed form entirely filled up by the clerks of the treasury and should always be signed by the Treasury Officer, whatever the amount may be; but such receipts should not be given to officers of Local Funds, or to Government officers in capacities connected with such funds, as the sale of service stamps to such officers is prohibited.

6. The Military Department has a printed form of requisition for postage stamps. The Treasury Officer is not to sign this form, but is to return it, as received, together with his separate printed receipt as prescribed in the last note.

The Public Works Department has also a special printed form of indent for postage stamps, their value being paid by means of cheques drawn in favour of the Executive Engineer or other disburser and endorsed by that officer with the words "received payment by value of service labels."

7. When money has been paid into a treasury, the Treasury Officer should not sign a duplicate memorandum, or a copy thereof, on the allegation that the original has been lost. For further instructions relative to the issue of duplicates of receipts or vouchers, see Article 12.

8. In places where the treasury banks with a branch of the Presidency Bank, the memorandum must, except when otherwise provided, be presented to the Treasury Officer, who will enface it with an order to the bank to receive the money and to grant a receipt.

9. A special procedure has been authorised by the Government of India for Bengal.

Payment of Money.

309. The bill or other voucher presented as a claim for money will be received and examined by the Accountant, and then laid before the Treasury Officer, who, if the claim be admissible, the authority good, the signature true and in order, and the receipt a legal quittance, will sign the order for payment at foot of the voucher taking care to adopt the precautions prescribed in Article 9 (*c*). Care should be taken that all bills and vouchers passed for payment are paid on the same day, and that no payment is made except under the written order of the Treasury Officer.

1. A Treasury Officer must not honour a claim which on the face of it is disputable; he will request the claimant to refer the question to the Accountant General.

2. Nor may he undertake correspondence for an officer making a claim to any special allowance but will request him to address the Accountant General either direct or through his own official superior.

3. A register should be kept in each treasury showing the names of all gazetted officers drawing their pay from that treasury, and as each pay-slip is received from the Accountant General, the amount of salary which it sanctions should be entered against the name of the officer concerned. As each salary bill is presented for payment reference to this register should be made to see that the sanctioned rate is not exceeded.

4. The Treasury Officer should take special care to see that receipt stamps are so defaced that they cannot be used again, and offer no temptation to the abstraction of vouchers for the sake of the stamps upon them. Several cases of the loss of vouchers have occurred owing to neglect of this precaution.

5. No payment is to be made without the orders of the Accountant General to an officer transferred from another province or from another department, or on return from long leave out of India.

310. It must be remembered that the Treasury Officer has to satisfy not only himself, but also the Account Department, that the claim is valid; and has further to prove that the payee has actually received the sum charged (see Article 390). Careful attention must therefore be given to the rules regarding the completion of vouchers, referred to in Article 9. The Treasury Officer must have sufficient information as to the

nature of every payment he is making, and is without excuse if he accepts a voucher which does not formally record that information.

1. The Treasury Officer, before paying any bill of a covenanted civilian, must see that the deductions prescribed by Article 556 (*a*) of the Civil Service Regulations have been made.

2. Treasury Officers, when cashing bills for Survey officers and others at a distance from the treasury, should furnish a note explaining the amount of cash and transfer receipts (if any) issued, and any deductions or alterations that may be made in the bill presented. The note should be in bi-lingual form, as it is important that the guard or messenger who receives the money should ascertain that the amount stated agrees with the actual cash or drafts delivered to him : and when that person is unable to read, the Treasury Officer should himself explain to him the amount entered on the note.

The following form is recommended :—

Bills presented for salary, etc.		000
Bills presented for contingencies		000
Bills presented for sundries		000
	* TOTAL	000
Paid in cash	000	
Paid in drafts	000	
	*Deductions (if any)	.

*[*Explanation.*]

Signature of Messenger————————

————————.

Treasury Officer.

3. When delay in payment is likely to cause serious inconvenience, as, for instance, in the case of arithmetically inaccurate abstract bills presented by Famine Relief Officers on duty at some distance from the treasury, the Treasury or Sub-Treasury Officer should not return the bill for correction, but should himself correct it and pay the corrected sum, informing the officer concerned, and if necessary the Accountant General (or the Treasury officer in the case of payments made at Sub-Treasury), that he has done so.

311. After the voucher has been completely entered in the accounts, and the order to pay signed by the Treasury Officer, it should be passed on, together with the payee, to the Treasurer's department, when the Treasurer will make the payment and enter it in his account, which is a cash book (without subordinate registers) in which each transaction is posted as it occurs. The Treasurer will punch the stamp, stamp the voucher "Paid," and retain it for delivery to the Account Department when the books are compared.

1. When a payment is made "by transfer,"—that is, by entry of the amount in the accounts as received under some head of receipt,—no payment of cash takes place and the item will not find a place in the Treasurer's cash book, nor should the voucher be stamped "Paid" by him.

N.B.—The cheques issued by the Public Works Department for the purchase of service stamps under Note 6, Article 308 of the Civil Account Code, are an exception to this rule.

2. When a payment is to be made by transfer to a head of revenue or receipt for which a register is maintained (say, for example, Land Revenue), the payment order should indicate the major and detailed heads affected, and should run—"*Pay ₹ by transfer to credit of Land Revenue, Fixed Collections.*"

3. If a payment is to be made by transfer to the credit of a head for which a register is not kept (*i.e.*, when the credit is to be taken direct into the cash book), the payment order should run—"*Pay ₹ by transfer and credit as a distinct item in the Cash Book.*"

4. When the entries in the accounts are complete, the voucher should be stamped by the Accountant "*Paid by transfer.*"

Article 310, Note 3, page 152—

Add the following under the above note:—

"The same procedure should be followed when the Treasury Officer finds that the difference between the amount claimed in a bill, and that which is admissible is very trifling."

7th List—15-1-15.

Page 153, Article 312—

Insert the following Note under this Article :—

NOTE.—Where sub-treasuries have been permitted to cash certain classes of bills without reference to the District Treasury Officer, the payment of such bills should not, except under special arrangements and on particular occasions, be allowed at the District Treasury also.

[*17th List—1-4-17.*]

Page 153, Article 314—

Insert the following new para. in this article numbering, it as (c):—

(c) Ordinarily a cheque should not be cashed by the Treasury Officer unless it is receipted by the payee himself or other person in whose favour it is regularly endorsed for payment. In special cases, when the head of an office is unable to receipt cheques himself, owing to his being absent on tour or for other causes, and when he considers that strict compliance with the ordinary rule would cause inconvenience, he may specially authorise in writing a subordinate Gazetted officer to endorse for him cheques drawn in his favour by his official designation.

(12th List—3-1-16.)

312. The procedure in regard to the receipt, custody, and payment of money at district treasuries is generally applicable to sub-treasuries also, save that, with certain local exceptions, no bill may be paid at a sub-treasury without being first submitted to, and payment directed by, the District Treasury Officer.

Payments to Persons not in Government Service.

313. The Government of India have directed that, when a person not in the Government service claims payment for work done, service rendered, or articles supplied, the Treasury Officer should require—

(*a*) The submission of the claim by the head of the Department, or other responsible Government officer under whose immediate order the service was done or the equivalent was given for which payment is demanded.

(*b*) Failing the above, in cases when it may be necessary to pay the amount of a bill drawn by a person not in the Government service, and also when the authority of the head of the department or responsible officer is insufficient, an order from the Accountant General should be sought, by furnishing that officer with any necessary particulars for obtaining the sanction of Government, should such be needed.

(*c*) And in any event, if a bill be drawn by a person not in the Government service, the Treasury Officer should use special precautions for satisfying himself of the identity of the applicant for payment.

(*d*) In all doubtful cases, the Treasury Officer should take the orders of the Collector, who must be expected to assume the responsibility of his position; and he would doubtless be supported by the Government, if he can show that he has exercised a proper amount of care and discretion in the matter. When this necessity occurs, however, he should immediately report the fact to the Accountant General.

Cheques and Letters of Credit.

314. (*a*) When a cheque is presented, care should be taken to ascertain by examination of its printed number that it really was taken from the book notified as in use by the officer who is said to have signed it. Every cheque in favour of a Government officer must be made payable to order only; but when the payee is not in Government employ, the drawer may, at his request, make the cheque payable to bearer. Treasury Officers will therefore cash cheques payable to "A. B. or bearer," except when A. B. is a Government servant. If a cheque payable to a person not in Government employ or payable to such a person "or order" is presented, the Treasury Officer may decline to pay it, if he is unable to satisfy himself of the identity of the payee, and of the completeness of the chain of endorsement by which the payee is the holder of the cheque. Cheques crossed in accordance with the provisions of Chapter XIV of the Negotiable Instruments Act should be honoured when presented at the treasury.

(*b*) In drawing or cashing a cheque, it should be remembered that a common form of fraud consists in altering the word *one* into four by prefixing an *f* and changing the e into an r, the figure being easily altered to correspond. The word *twenty* if written carelessly has also sometimes been changed into *seventy*. The drawer of a cheque in which these words occur should therefore so write as to make the fraud impossible and the cashier should examine the words and corresponding figures with special care.

1. Where sub-treasuries are in charge of native officials not acquainted with English, bi-lingual cheques should be used, and if these cheques are not used, the paying officer is responsible for calling attention to this rule.

2. When a public officer sends a cheque to a treasury not for cash payment, but for credit of its amount in the treasury accounts, he must, before he signs the receipt, add to the words "Received payment" the further words "by transfer credit to————." Omission to do this facilitates fraudulent appropriation of money.

3. For the procedure in case of lost military cheques, see Chapter 25, Article 485.

4. If the payee is unknown at the treasury, the Treasury Officer should make any enquiries he thinks necessary and should especially consider the date, serial number and amount of the cheque as well as hand-writing and if suspicion arise he may defer payment until he has referred to the drawer.

5. Pass-books sent to the treasury to be written up should ordinarily be returned to the drawing officer the same day.

315. (*a*) Every payment made on the authority of any letter of credit must without fail be noted against it at the time of passing it under the Treasury Officer's initials. This has been specially provided for in the case of Public Works cheques, which are charged in the register of cheques paid (Form 62) and in the Executive Engineer's pass book. A similar plan may be followed for other departments, but either on the reverse of the letter of credit, or in Form 62 or a similar form, a note must be made and a balance struck each time a cheque is paid at the district treasury.

(*b*) The Treasury Officer must bear in mind that the letter of credit shows the maximum amount he has authority to pay, or the officer credited has authority to ask for and any further payment is made at the Treasury Officer's risk: he should therefore be careful so to record the progressive total of his payments that there may be no risk of overpayment.

NOTE.—A letter of credit is only an *authority to honour drafts*, and payment can only be made on cheques or drafts drawn against it. An officer in whose favour a letter of credit had been issued on a treasury where the Government balance was kept at a branch bank, drew a cheque in his own favour for the whole amount and opened a separate drawing account; this procedure was most irregular, and the Treasury Officer should have reported to the Accountant General as soon as circumstances caused him to suspect the irregularity, as the entry in the bank's account or the voucher attached to it should have caused him to do the same day.

316. Letters of credit lapse at the close of the financial year in which they were issued, save in the cases mentioned in the table below. When a letter of credit lapses at the close of the financial year, a cheque drawn before, but paid after, the end of the year, will be taken against the letter of credit of the year in which it was drawn. If this causes overdrawal of the credit, the excess will be treated as an overdrawal and the attention of the authorities concerned should be drawn to the irregularity.

Department.	Date of lapse of letter of credit.	Reference to Code.
Public Works Department.	If not operated upon in the meantime, six months after expiry of the financial year in which issued.	Art. 449(1).
Post Office Department .	At close of month for which issued	,, 517 A.
Survey Department. .	At end of month following the period for which issued or in the case of special letters of credit after one month from date of issue.	Arts. 412 and 413.
Telegraph Department .	Balance does not lapse at the end of the official year; but if such balance is not operated on in the meantime, it will lapse six months after the expiration of the financial year in which the letter of credit was issued.	Art. 537.

Page 154, Article 314, Rule 2.—

Substitute the words "he must, before endorsing the same, add the words 'Received payment by transfer credit to—'" *for the words* "he must, before he signs the receipt ..... 'by transfer credit to—'"

[*19th list—1·10-17.*]

Page 154, Article 316.—

For Article 412 *in third column of the table under this article against* "Survey Department" *substitute* Article 410A.

[*20th List—2-1-18.*]

—Page 154, Article 316—

In column 1 of the table under this Article cancel "Post Office Department" *and* "Telegraph Department," *and strike out the entries against them in columns 2 and 3. Insert* "Postal and Telegraph Department" *in column 1 of this table.*

Insert the following in column 2 against the new entry "Postal and Telegraph Department" *in column 1 :—*

"For Post Office at close of month for which issued. For Telegraph Services, the balance does not lapse at the end of the official year; but if such balance is not operated on in the meantime, it will lapse six months after the expiration of the financial year in which the letter of credit was issued".

Insert the following in column 3 against the new entry "Postal and Telegraph Department" :—

"Articles 517-A and 537."

Page 154, Article 316—

In column 1 of the table under this Article cancel "Post Office Department" *and* "Telegraph Department," *and strike out the entries against them in columns 2 and 3. Insert* "Postal and Telegraph Department" *in column 1 of this table.*

Insert the following in column 2 against the new entry "Post and Telegraph Department" *in column 1 :—*

"For Post Office at close of month for which issued. For Telegraph Services, the balance does not lapse at the end of the official year; but if such balance is not operated on in the meantime, it will lapse six months after the expiration of the financial year in which the letter of credit was issued".

Insert the following in column 3 against the new entry "Post and Telegraph Department" :—

"Articles 517-A and 537."

[*18th List—2-7-17.*]

Page 155—Article 317.

Introduce the following under Article 317 as Rule 2, numbering existing Rules 2 and 3 as 3 and 4:—

2. "In the case of receipts remitted by postal money orders and adjusted by book-transfer under Articles 518 and 518-A, entries in the cash book or the subsidiary register concerned may be made daily in lump under each detailed head of account, provided that they are entered in sufficient detail in the departmental registers and that daily returns are submitted to the treasury".

15th list—1-11-16.

Article 317, Note 2, page 155—

In the fourth line for the word "two" *read* "three."

Strike out the word "and" *after the word* "credited" *in the fifth line.*

Substitute a "semicolon" *for the* "fullstop" *at the end of the note and add the following :—*

" and in cases where provincial buildings are occupied by officers of Imperial Departments whose salaries though disbursed in the Province in which they may be residing, have to be passed on for final adjustment by another accounts officer, the gross amount of salary, less deductions other than rent should be charged and the rent recovered should be credited to the head 'XXXI.—Civil Works.' "

8th List—1-4-15.

Entry in Accounts.

317. Every item received or paid must at once be entered in the cash book or in some register subsidiary thereto, and numbered in a consecutive monthly series for each register; and the corresponding returns for the Accountant General (that is, the cash account, lists of payments, and schedules) should be written up before the office closes, in order to ensure their punctual despatch on the 10th of the current or the 1st of the following month.

1. All receipts of a miscellaneous nature will be recorded in detail in the cash book and in the monthly cash account; but all those of frequent occurrence or belonging to departments for which separate returns are submitted, will be recorded in registers from which daily totals will pass into the cash book, and monthly totals only into the cash account; in these registers columns should be provided for any necessary detailed heads; but no other details, such as the amount of daily receipts, or the names of persons paying in money, will be required.

2. The net cash payment only should be entered in the list of payments, though all deductions must be detailed in the bill; there must not be a gross debit with a *per contra* credit, even when a sum is being recovered under the Accountant General's orders. There are *only* ~~two~~ exceptions to this rule of net debits: in the case of local funds the gross amount of a voucher will be charged and the deductions credited; and when a deposit is subject to abatement, the full sum must be charged, and the sum abated brought to credit.

3. Fractions of a pie are not to be entered in the treasury accounts, and they should neither be received nor paid.

318. Forms 35 and 36 are those prescribed for the cash book and the separate receipt registers respectively; if the charges under any service head be so numerous as to make it convenient to open a separate register for them, the right-hand side of the cash book may be taken as a pattern. For deposit and bill transactions, and for some others, special register forms are prescribed, as laid down in the following chapters.

NOTE.—The words "separate register" here and elsewhere do not necessarily imply a separate volume. It is often convenient to include several registers within the same volume, a set of continuous pages being set aside for each.

319. The vouchers pertaining to *each* schedule should be numbered consecutively in a monthly series as they are entered therein, and should, when received back from the Treasurer after the closing of the day's accounts, be arranged in their numerical order, and kept in that order under lock and key till despatched.

Sub-treasury Accounts.*

320. From the sub-treasuries a daily sheet (supported by vouchers) is received, reporting the receipts, payments, and balance of the day; and the receipts and payments (after examination) are to be posted from it, on the day of receipt, into the accounts of the district treasury in the same way as if they had taken place at it. But they do not pass into the Treasurer's cash book.

321. Transfers of cash between the several treasure chests of a district are not to be entered in the cash book of the district treasury, either as payments when the remittance is made, or as receipts when received. They will necessarily appear as payments and receipts in the cash books

* See Article 312.

and daily sheets of the sub-treasuries concerned, but will be excluded in posting the district accounts, in which they will thus remain part of the balance. A complete check over these remittances is obtained by means of the Accountant's balance sheets. (See Article 323.)

322. Payments are generally made at sub-treasuries on cash orders issued by the district treasury; the method of adjustment of such orders is explained in Article 363.

NOTE 1.—Cash orders outstanding for more than three months should be held as lapsed and should be stopped, the charges they represent being cancelled and adjusted.

NOTE 2.—The necessary adjustment will be made by the Accountant General. A statement of lapsed cash orders should be submitted with the monthly cash accounts specifying (I) in the case of cash orders issued for *Service payments* the number and date of the vouchers in which the charges were originally drawn, and the name of the officer by whom they were drawn, and (II) in the case of cash orders issued on behalf of a *Ward's Estate* or a *Municipality* the number and date of the cheques. The total amount of cash orders included in the monthly statement should be deducted from the closing balance in the *plus* and *minus* memorandum, and note must be made in the Ledger (Form 44) against items included in the statement that they have been reported to the Accountant General for adjustment as lapsed.

NOTE 3.—If payment is subsequently claimed, the claimant should forward the lapsed cash order to the Treasury Officer, who will arrange to obtain the sanction of the Accountant General for payment of the claim.

Closing for the Day.

323. The process of closing accounts for the day is as follows:—

(*a*) The daily total of each register will be entered in the cash book, which will then be totalled, and the balance memorandum at the top of the Accountant's balance sheet (Form 37) will then be drawn up. To the account balance thus brought out, the additions and deductions indicated in the form will be applied so as to bring out the cash balance at the district treasury.

(*b*) Meantime, the Treasurer will also sum both sides of his cash book and draw up his balance memorandum in Form 38, appending on the lower part of his balance sheet a detail in kind of the notes, coin, etc., composing the balance.

(*c*) If the results shown in the two balance sheets agree, the Treasury Officer should sign the two cash books and the two balance sheets. He should first satisfy himself of the correctness and good order of all these documents and should give special attention to the reconcilement of the account balance of the district with that actually in the headquarter treasury; the latter excludes the balance in sub-treasuries or under remittance within the district which the former includes.

1. The following is a memorandum of some of the more important parts of the verification. The Treasury Officer should—

(1) compare each entry of a payment, either in cash book or in register, with the payment order (Article 309), ticking off each voucher as it is passed. (This will not be necessary if the Treasury Officer adopts the alternative plan of having the account entry presented to him for initials at the same time that he signs the order of payment);

Page 156, Article 322—

Substitute the following for Note 3 under this Article.—

Note 3.—If payment is subsequently claimed, the claimant should forward the lapsed cash order to the Treasury officer who will arrange for the payment, a note being made against the entry concerned in Form No. 44 so as to prevent a second repayment.

[*10th list—1-10-15.*]

(2) examine at least two of the totallings on each side marking the total as "*Exd.*";

(3) see that the totallings are correctly carried from register to cash book,—initialling the totals as he thus compares them;

N.B.—(This must be done, in the case of receipt registers, even when the total for the day is blank; but it is not necessary to initial blank payment registers. If the number of blank receipt registers is great, the following plan may be adopted. Such registers as are only rarely required for entry may be bound in a single volume and kept under the Treasury Officer's own lock. When the volume is required for an entry, he should give out the register for the purpose, and he should receive it back at the time of signing the daily accounts, carefully seeing in doing so that all new entries in it are correctly carried to the cash book, and initialling them accordingly. It is obviously necessary to guard against fraud or mistake of omitting to bring an entry from these registers upon the cash book; and this precaution is not complete if the Treasury Officer examines only those registers from which an entry is made upon the cash book.)

(4) have the totalling of the cash book verified by himself or some principal subordinate officer, other than the Accountant, who should initial it as correct;

(5) see, twice every week, that all vouchers are properly arranged (Article 319).

(*d*) Before signing the Treasurer's daily balance sheet, he should roughly verify the balance in the sole charge of the Treasurer, as shown in that sheet, and satisfy himself on the following points:—

(1) that no uncurrent coins are left in charge of the Treasurer;

(2) that no more small silver and copper coin is so left than is actually required for current use;

(3) that the whole balance in sole charge of the Treasurer never exceeds his current requirements.

(*e*) He should always be careful to sign the Treasurer's balance sheet on the evening of the day itself to which it refers, but the signature and comparison of the Accountant's books need not be made till the following morning unless the office is to be closed for two or more days. The Accountant's balance sheet must not be signed until it has been carefully agreed with the Treasurer's.

1. The intention of the above rule is that ordinarily the Treasurer's balance sheet should be compared and agreed with that of the Accountant before closing the treasury for the day and it is only when pressure of work renders this impossible that the comparison may be postponed till the following morning. When this is necessitated the certificate over the Treasury Officer's signature at foot of Form 38 should be altered in manuscript by cancelling the words "agreed with the Accountant's daily balance sheet and" before the form is signed by the Treasury Officer, which it must be before closing for the day. An additional certificate will then be added and signed by the Treasury Officer on the following morning, *viz.*, "agreed with the Accountant's daily balance sheet." For the 31st March and first few days of April it will be necessary for the Accountant to prepare a separate rough balance sheet on each of these days for comparison with that of the Treasurer as the completion of the Accountant's balance sheet for the 31st March has to await the receipt of the Sub-Treasury Accounts (see Article 324).

2. In the Accountant's balance sheet there is not one figure which the Treasury Officer has not ample means of verifying: the opening entries agree with closing ones of the preceding day; the receipt and charge are taken from the cash book; the amounts shown as sub-treasury balance can be ascertained in a few moments from the daily sheets of sub-treasuries, and any change made since the previous day in the amount under remittance within the district must be supported by an entry in the sub-treasury sheets, or in the Treasurer's cash book. The balance in the district treasury is shown in the Treasurer's balance sheet; and in that part of it which is under joint locks no change can be made without the active intervention of the Treasury Officer himself.

Closing for the Month.

324. As it is absolutely necessary that the figures given in the different receipts, accounts and returns exchanged with other departments should exactly agree with those shown in the treasury account, the formal closing of the accounts of the several sub-treasuries for the month should be fixed for the latest date which will leave no risk of non-receipt of that day's returns at the head-quarter treasury before the end of the month: any transactions of a later date must be excluded from the returns. The transactions of every sub-treasury on all days, from the 1st to the fixed closing date, are incorporated in the account of the head-quarter treasury on the day on which the daily sheet is received; those of later days can only be brought on the accounts of the next month, even though the daily sheet be received before. To this rule, however, there is the one exception of March, for which the head-quarter accounts are kept open until receipt of daily sheet of every sub-treasury for 31st March, in order that all receipts and payments taking place at sub-treasuries within the official year may, without exception, be brought into the accounts of the year.

325. In addition to the usual daily closing, the month's totals of the registers should be carried into the cash account in case of receipts, and into the list of payments in case of payments; the cash account should be closed with an abstract in the subjoined form, the cash verified by actual counting, and the cash balance report made out as directed in Articles 329 to 331.

Form of closing abstract of the cash account.

	R a. p.	R a. p.
Opening balance		13,425 1 0
Cash receipts		24,623 2 4
TOTAL RECEIPTS .		38,048 3 4
Payments, 1st to 10th, as per list . .	12,462 14 0	
Payments, 11th to 31st	3,231 3 6	
TOTAL PAYMENTS .		15,694 1 6
Closing balance as per Cash Balance Report . . .		22,354 1 10
TOTAL CHARGES .		38,048 3 4

NOTE.—The Treasury Officer has no difficulty in applying an effective check upon the Cash Account when it is laid before him. Its opening and closing balances are not deductions from accounts, but are statements of fact certified by the District Officer to have been verified by actual enumeration of coin. Does the difference between the receipts as shown in the cash book and the sum of the two lists of payments account for difference between these facts? Do the entries from the registers agree with the totals of the details of those books? If, at any time, the Treasury Officer be unable to compare all, at least he may compare some; notably, he should compare the entries in the *plus* and *minus* memoranda of deposits, stamps, etc., with the entries in the account—*e.g.*, the *plus* and *minus* memorandum shows a reduction in the stock of judicial stamps to the value of R5,000; if the credit in account be less, where is the receipt from another treasury for stamps supplied?

Page 159, Article 327—

Delete the words "and Telegraph" from line 4 and *for* "telegraph" *read* "postage" in line 7 of the Article.

5th list, 1-4-14.

Returns to the Accountant General.

326. The Cash Account, the second List of Payments, and a variable number of schedules which have already been prepared from day to day, and vouchers supporting them, should be despatched to the Accountant General on the first working day of the following month (the first list with vouchers and schedules should already have been despatched on the 10th or 11th of the month). With regard to the punctual transmission of the accounts, the Government of India has requested Local Governments to visit with severe displeasure any avoidable delay on the part of any District Officer in the despatch of his first and second lists of monthly payments with schedules and vouchers; also of the cash balance report and the cash account with schedules and papers complete.

1. The returns due for despatch on a holiday may be sent one day (but not more than one day) late.

2. Directions have already been given that the vouchers pertaining to each schedule should be numbered in a separate series, and kept under lock and key in the order of payment till they are despatched; before despatch of the lists of payments and schedules, the Treasury Officer, should, by inspection, satisfy himself that the required vouchers are all attached. He will find it profitable at intervals during the month to take up a schedule, and see that all its vouchers are present, and in proper order. As no payment can be made without a voucher, there can be no excuse for the absence of any unless it be that for a specie remittance.

3. The bills for the salary and allowances of a gazetted officer, who is about to retire or to proceed on long leave out of India, should be submitted to the Accountant General, for special audit, on the date of payment or as soon afterwards as his intention becomes known to the Treasury Officer.

327. In addition to these returns, *plus* and *minus* memoranda must be submitted with the monthly account showing the transactions on account of deposits (Article 369), of Local Funds (Article 274), of each kind of stamps (general, adhesive, bill, court-fee, postage and telegraph stamps), and of excise opium. The deductions from balance should tally with the corresponding entries of receipt in the accounts (except as regards telegraph stamps referred to in Article 546 and stamps sent to other treasuries or sub-depôts), and the closing balances should be certified as agreeing with the various stock registers and accounts maintained in the treasury. Memoranda may also, with advantage, be required of the outstanding balances of any class of advances which the District Officer has authority to make (*e.g.*, land improvement advances). For all these the same form may be used, showing in vertical columns—(1) Name of fund or stock, (2) Balance from last month, (3) Additions to balance this month, (4) Total, (5) Deduction from balance, (6) Balance at end of month.

NOTE.—No difference should ever exist between the closing balance of one month and the opening balance of the next; any addition to, or deduction from, the balance should be made by a special entry to be explained by a foot-note.

Abstract Account.

328. Immediately after the account is completed, the abstract account should be prepared from it and despatched by post to the Accountant General on the 2nd of the month, unless special orders have been issued to the treasury to telegraph the figures. The postal form

will be the following, the figures being stated in even hundreds of rupees:—

Postal Form.

RECEIPTS.	R	OUTGOINGS.	R
(1) Civil Revenue	30,200	(10) Civil Expenditure . .	56,500
(2) Civil Debt and Remittance .	63,400	(11) Civil Debt and Remittance	14,700
(3) Post Office	12,600	(12) Post Office . . .	13,500
(4) Marine	1,800	(13) Marine	4,200
(5) Military	3,600	(14) Military	64,900
(6) Public Works . . .	24,200	(15) Public Works . . .	53,300
(7) Guaranteed Railways . .	...	(16) Guaranteed Railways . .	..
(8) Telegraph	700	(17) Telegraph	2,500
(9) Opening Balance . .	1,27,200	(18) Closing Balance . . .	54,100
	2,63,700		2,63,700

Telegraphic Form.

302 634 126 18 36 242 7 1272 565 147 135 42 649 533 25 541, no account being taken of the Guaranteed Railway figures, except in those treasuries which have special instructions with reference to them.

NOTE.—The following instructions should be followed in compiling this abstract from the cash account:—

(*a*) Taking the figures in order of ascertainment—the first will be the total of receipts and issues on account of the Military Department (5) and (14). As these are in every treasury shown in separate schedules and separately totalled, they can be stated without difficulty.

(*b*) The next are the receipts and issues on account of the Public Works Department (6) and (15) which includes State Railways but not Guaranteed Railways.

[*N.B.*—The East Indian is a State Railway and not a Guaranteed one.] The issues are all made on cheques, and are separately scheduled. The receipts also are usually scheduled: so that the Treasury Officer can upon his cash account show separately the whole of the Public Works transactions.

(*c*) The next figures to be taken out are those of the Post Office (3) and (12). This head is represented on the receipt side by the separate schedule of the Post Office receipts including postage stamps: and on the expenditure side by a separate schedule, so that the items can readily be taken out. The figures of Telegraph (8) and (17) can be taken out with equal readiness as they are represented by separate schedules also.

(*d*) (7) *and* (*16*) *Guaranteed Railways.*—Very few treasuries have anything to do with these, but there is no difficulty in stating the receipts and issues, and the Accountant General in each case will give special instructions to the treasuries concerned.

(*e*) *Marine* (*4*) *and 13.*—The figures show receipts from and issues to officers of the Marine Department (*i.e.*, payments on account of sea-going vessels and dock-yards), made on warrants issued by the Controller of Marine Accounts, Calcutta, or on cheques issued by him or by the Director (or Assistant Director) and the Deputy Director, Royal Indian Marine.

(*f*) After the figures 3, 4, 5, 6, 7, 8 and 12, 13, 14, 15, 16 and 17 are taken out the remaining ones belong to the purely civil section of the accounts, and are either Revenue and Expenditure or Debt and Remittance.

(*g*) Revenue and Expenditure are for the most part well understood, but it must be remembered that they include a few items which are dealt with in the treasury accounts in a special manner with reference to subsequent procedure in the account offices. Such are Interest upon Government paper, similar payments (in the Punjab), Presidency payments (in Bengal), and, in some places, the payment of particular pensions. In the following cases receipts and issues are not, strictly speaking, Revenue and Expenditure; but as they

Page 160, Article 328—

For "Post Office" *shown under* "*Postal Form*" *against items 3 and 12 substitute* "Posts."

For "Telegraph" *shown under* "*Postal Form*" *against items 8 and 17 substitute* "Telegraphs."

[*18th List—2-7-17.*]

Page 160, Article 328—

For "Post Office" *shown under* "*Postal Form*" *against items 3 and 12 substitute* "Posts."

For "Telegraph" *shown under* "*Postal Form*" *against items 8 and 17 substitute* "Telegraphs."

[*18th List—2-7-17.*]

are receipts from special officers of the revenue which they receive, and issues to them of funds for expenditure, and as, for the purpose of these preliminary returns, the Accountant General looks to the treasuries, and cannot wait for the further information to be gathered from the separate accounts of the officers concerned, the Treasury Officers must regard them as Revenue and Expenditure. The receipts and issues so to be dealt with are—

From and to the Officers of the Opium Department;
" " Officers of the Forest Department;
" " Collectors of Sea Customs;
" " Commissioner of Opium, Bombay;
" " Officers of the Northern India Salt Department, and the Salt Departments in Madras and Bombay;

From and to the Controller of Stamps, Stationery and Printing;

and other officers whom each Accountant General will name.

(*h*) The Debt and Remittance items, which complete the account, are those—

(1) in which the receipt of money involves a liability to subsequently repay it (such as Imperial or Provincial Loans, Savings Bank Deposits, Local Funds, Municipal Funds, Deposits, Receipts for bills issued on other treasuries), or

(2) in which the payment of the money is discharged by a subsequent receipt or recovery, such as advances, loans, remittances to other treasuries (remittances of other kinds are already provided for);

(3) repayments of items of the first kind, and recoveries of items of the second kind.

(*i*) In the forms of cash account and list of payments supplied for treasury use, there are almost always two columns, and where there are not, a second column can be ruled by hand. The Treasury Officer, in posting his cash account, should enter in the first of the two columns the items which he is instructed above to classify as Civil Revenue and Expenditure; and the other items should go into the second column. The two columns should then be totalled separately, thus :—

	R	a.	p.	R	a.	p.
Total	2,734	1	10	3,672	2	5
Add first column	.....			2,734	1	10
TOTAL OF BOTH .	.....			6,406	4	3

He will thus obtain at once, in the total of the first column, the figures that are to be shown as Civil Revenue and Expenditure; and when he has deducted from the total of the second column the figures of Military, Public Works, Post Office, Telegraph, Marine, and Guaranteed Railways, the remainder will be the total of the Debt and Remittance items.

Cash Balance Report.

329. The detailed Cash Balance Report for the last day of the month should be despatched positively on the first working day of the succeeding month. It should be signed by the District Officer with a certificate that he has personally verified the several details of the coin and notes held. Whether it agrees with the account, or by any error in them disagrees, it must declare the literal facts; and it will include, with the coin actually found in the treasury, balances of the several sub-treasuries on the last dates for which their returns have been included in the headquarters accounts.

1. The following is a sufficient and ordinary procedure of a Treasury Officer or Collector in verifying a cash balance by counting :—

(*a*) *Silver coin.*—(*ii*) The coin being in bags, each containing a certain fixed amount. First take any bag at random, have R50 or R100 counted in detail and used as a weight in a small scale against which other similar sums are weighed, until the whole contents of the bag are exhausted. Care should be taken that the requisite number

₹100 or ₹50 is made up. The whole amount thus tested should then be taken as a verified weight of ₹1,000 or ₹2,000, as the case may be, and be placed in one pan of a large pair of scales.

(*b*) *Gold coin.*—The coin should be put up in bags of £100 each, the fractional part of £100 being kept in a separate bag. First take any bag at random, count 25 sovereigns and place them in one pan of a scale and balance it against a like quantity counted and placed in the other pan. Transfer the contents of the second pan to the first and balance the whole against a like quantity of sovereigns, which being transferred to the first pan will raise its contents to £100, verify the contents of the other bags against this standard weight. The contents of every bag containing a fraction of £100 as well as those of any bag found to weigh less than the standard weight should be verified by actual counting.

(*iii*) The whole number of bags should now be counted, and one in every twenty taken at random, opened, and its contents poured into the scales and weighed against the verified ₹1,000 or ₹2 000. If their weight is less, they should be tested by weighment in sums of ₹100 as in paragraph 1; and if after such examination they are found correct, they should be substituted for those taken before as the verified weight.

(*iv*) Broken amounts may be verified by weighment in smaller quantities of ₹50 or ₹100, or ₹200.

(*v*) With proper arrangements, about ten lakhs of coin can be tested in one hour in the above manner.

(*c*) *Copper, bronze and nickel coin.*—There is no rule. The Collector may adopt any method of verification which he thinks satisfactory, and provided he remembers that he is personally responsible for the correctness of the balance he states, is not required even to count the bags every month; but he should do it occasionally, and should also examine their contents occasionally.

(*d*) *Notes.*—All notes of ₹100 and over should be counted with the Collector's own hand. For smaller notes the following plan is sufficient :—

(*i*) The notes being in bundles of a certain marked number, a few at the top may be folded back, and the rest counted by clerks or their assistants.

(*ii*) The Collector should then see, in the case of each bundle, whether the addition of the folded-back notes to the number already counted and marked makes up the whole alleged number of the bundle.

(*iii*) The clerks or assistants should not be persons who are responsible for the correctness of the bundle, and the Collector should satisfy himself that the notes in the bundle are all of the alleged value,—*i.e.*, for example, that a ten-rupee note is not counted as one of a fifty-rupee bundle.

(*e*) These rules should be printed and pasted on to a board, and hung up in the strong-room in a conspicuous place.

2. Under Financial Department No. 1760, dated 6th July 1871, the Accountant General is bound to report to the Government of India, as well as to the Local Government, the name of any officer whose negligence causes delay in the submission of the provincial cash balance report.

3. If there is a sub-depôt of small silver and copper coin located in the treasury, its balance on the 31st of March and the 30th of September must be verified by the District Officer, and a note inserted in the cash balance report for those months stating that the verification has been made. The verification reports should also be sent to the Accountant General.

330. The Cash Balance Report should be prepared in Form No. 38A showing separately the value of each kind of coin as well as the number of pieces of each denomination of notes.

NOTE.—In districts where the treasury banks with a branch bank, the latter should show separately, in its balance statements, the amount of four-anna and two-anna pieces and copper coin excluded from the balance under clause 5 (or 9) of the contract, in order that the Treasury Officer may watch the amount of available balance, and may in the cash balance report show distinctly the amount of available balance, as well as the amount of total balance.

331. The total balance should be stated in words, and its distribution between the head-quarters and sub-treasuries should be exhibited so as to show the amounts held in each in notes, in legal tender gold, in whole rupees, in small silver, in nickel and in bronze and copper; the portion of the head-quarters' balance under double locks, and under the treasurer's single lock, respectively, should be noted.

332. The Report provides also for memoranda detailing—

(*a*) the remittances to other districts, despatched in the past month, with any of previous months for which first acknowledgments have not been received, the date of despatch being given in each case;

(*b*) the remittances received from other districts in the past month, with dates of despatch and receipt, and the despatch of the first and of the final acknowledgment;

(*c*) the dates, not being holidays, on which the treasury did not notify that it was prepared to cash notes.

333. On the cash balance report of the 30th June, 30th September, 31st December, and 31st March, note should be made of the total amount of outstanding bills advised, not payable at sight, *i.e.*, payable from first available funds or at so many days' sight.

334. On the 15th of each month, each treasury will also furnish the Accountant General with a memorandum showing the present balance and the probable balance at close of the month, and mentioning any facts specially affecting the balance. When this report cannot reach by the 17th, it may be despatched on the 14th, or even telegraphed thus in thousands:—

"*Balance 000. Expected 000. Total of the two 000.*"

[*N.B.*—This form differs slightly in different provinces.]

District Officer's Verification

335. The duty of verifying and certifying the monthly cash balance and of signing the monthly cash account must be performed by the District Officer in person, and must on no account be delegated to any subordinate officer unless upon the ground of properly-attested actual physical inability to perform the duty. The Accountant General is forbidden to accept these returns and accounts under any other signature, save under the circumstances laid down in the next article.

NOTE.—The totals of all accounts and returns and the balance of the cash account should be entered in words as well as figures, and there must not be left before the entry such space as would allow a fraudulent alteration of the amount.

336. The District Officer when at head-quarters must always verify the District Treasury balance in person and sign the accounts to be rendered to the Accountant General; when he is absent on tour on the 1st of the month the duties may be entrusted to the senior gazetted subordinate of the district staff present at head-quarters, not being officer in charge of the treasury, or to any of his assistants or District Deputies in permanent charge of talukas or sub-divisions. The District Officer should however himself perform the duty in person at least once in every four months. The fact of the District Officer's absence must be distinctly noted in the returns and accounts.

1 When the verification of the cash balance takes place on a date other than the 1st of a month, it should be reported to the Accountant General in the usual form of cash balance report.

2. If neither the District Officer, nor any gazetted officer of the district staff, other than the Treasury Officer himself, is present at head-quarters when the accounts are

ready for signature, the cash balance may be verified and the accounts be signed by the Treasury Officer; but the absence of all other officers as above must be certified on the face of the accounts; and the cash balance should be verified by another officer and reported to the Accountant General as soon as any such other officer returns to head-quarters.

Notices.

337. Notice should be posted up conspicuously in the office of the hour at which the treasury closes for receipt and payment of money, which should be at least an hour before the end of the day's work, in order to give time for closing and agreeing the accounts.

NOTE.—If any local law require that the treasury on any day be kept open till a named hour, the accounts cannot, of course, be closed till after that time, but should then be closed and agreed in the usual manner before any one leaves office.

338. Treasury Officers should themselves see that the notices which they are required to exhibit, regarding the encashment of currency notes, the supply of small coin and copper, and the like (Article 569, note 1, and Article 609), are really exhibited conspicuously in places which the public enters freely and that no favouritism is shown in the conveniences which the treasury can offer.

Treasury Inspection.

339. All district treasuries will be inspected periodically by Commissioners of divisions or other superintending officers, and their observations on all matters connected with the accounts and treasury branches of revenue treasuries will be communicated to the Accountant General of the province, together with any order which, on the occasion of such inspections. they may give to the officers in charge of the treasuries.

340. The Accountant General will communicate these reports to the Comptroller General annually, in April. In submitting the information, it will suffice to mention—

(*a*) The treasuries inspected.

(*b*) The defects revealed, or other matters worthy of remark in each case.

(*c*) The orders passed.

1. These orders were repeated, with reasons in support, in Government Order F. D. 1796, dated 24th July 1876.

2. The inspecting officer should see that the boxes in which the money is kept are in good order, that the guard is properly posted, that the Treasurer is not allowed to keep too much money in his hands, that the spare stores of bill forms are kept under proper custody, that the deposit registers and pension registers are all up to date, that the standing orders of the department are observed, that the circulars from the Accountant General are understood and filed to date, and generally, that the office registers and records are in good order. He should also notice the degree of supervision exercised by the Treasury Officer in respect of the examination of coin presented by the public and its withdrawal from circulation, if tampered with or unduly worn,—see Article 577.

3. But the Accountant General may send to District Officers a table of questions, such as that printed as Appendix H, and on receipt of their replies, issue orders and draw up a report to the Comptroller General.

341. The Accountant General may, with the approval of the Local Government, either personally or by his deputy, make a general inspection of particular treasuries, or may, with the like approval, should circumstances make it desirable, depute a qualified officer of his establishment to examine and report on special matters requiring local and

Pages 164 and 165, Articles **339** *to* **341**—

Substitute the following for these Articles and Notes thereunder :—

339. Each district treasury will be inspected, in accordance with the instructions contained in Article 1591, by a gazetted officer of the Accounts Department deputed by the Accountant-General of the Province in which it is situated.

340. A brief report of each inspection will be drawn up and sent to the Commissioner, or Controlling Officer specified by the Local Government for the purpose. That officer will then pass such orders as he considers necessary on the report and send a copy of the same to the Accountant-General concerned. If the Accountant-General finds that the orders passed on any specific question are not satisfactory, he will address the Local Government on the subject. The general results of the inspections and the orders passed by the Controlling Officers will be clearly summarised in the Annual Review of the working of treasuries submitted to the Local Government under Article 1003.

341. The responsibility for the proper management and working of the district treasuries rests entirely with the local Revenue officers acting under the orders of the Local Government, and no portion of this responsibility should be imposed on the Accountant-General. The system of inspection of treasuries by officers of the Accounts Department has been substituted for the inspections previously carried out by Commissioners or other Supervising Officers and is not intended to relieve the District officers of their responsibility in the matter of management and inspection.

NOTE.—Rules for the administration of treasuries and the system of their management are contained in Financial Department Resolution No. 355, dated the 18th January 1882. It has been laid down that the appointment of very junior officers to the charge of treasuries is objectionable, but if in a temporary emergency such an appointment is made, the departure from strict rule should be reported to the Accountant-General and the reasons for it explained to that officer.

detailed investigation, either singly or in subordination to an officer of the local Administration. In case special inspection of *several* treasuries appears desirable, the Accountant General should report the fact, with his reasons, to the Comptroller General, as soon as he resolves to apply for the permission of the Local Government.

1. The Government of India have ruled that the responsibility for the proper management and working of the district treasuries rests entirely with the local Revenue Officers acting under the orders of the Local Government, and that no portion of this responsibility should be imposed on the Accountant General. It has also been ruled that, as regards inspection of treasuries, no change should be made which would tend to relieve Commissioners and District Officers of their responsibility for management and inspection.

2. Rules for the administration of treasuries and the system of their management and periodical inspection are contained in Financial Department Resolution No. 355, dated 18th January 1882. It has been laid down that the appointment of very junior officers to the charge of treasuries is objectionable, but if in a temporary emergency such an appointment is made, the departure from strict rule should be reported to the Accountant General and the reasons for it explained to that officer.

Chapter 19.—Pension Payments.

Pension Payment Orders	342	Annual Return	348
Registers	343	Gratuities	349
Manner of Payment	344	Political Pensions	350
Periodical Identification of Pensioners	347A	Military Pensions	350A

Pension Payment Orders.

342. Payments of pensions are made only upon pension payment orders issued by the Accountant General, the Treasury Officer's halves of which will be pasted in serial order in separate files, one for each class of pensions, such as, Service; Political; Assignments and Compensations; Colonial Governments; Native States. The rules regarding these orders are in the Civil Service Regulations, Articles 939 to 943. These files must be kept in the personal custody of the Treasury Officer.

NOTE.—When a male pensioner is specially exempted by the Local Government from personal appearance, the fact should be noted on his pension payment order, and in all cases of non-appearance of a male pensioner (Civil Service Regulations, 945), a note will be made on the pension payment order of the form in which proof was given, within each year, of the pensioner's continued existence : *e.g.* "Pensioner visited the Collector on——————;" and the initials of the Treasury Officer, or of the officer verifying the fact, should be put against the note.

Registers of Pension Payment Orders.

343. The Treasury Officer will keep a register in Form 39 of the pension payment orders issued on his treasury which register will serve as an index to the files of orders referred to in Article 342. After seeing that a new order is correctly entered in this register, he will put his initials in the column of "Name of pensioner," and rule a red ink line across the page below the entry. The column of Remarks will be blank as long as the order of payment is in force; but when *both* portions of the order are returned on account of death of pensioner, or application for transfer, which causes strike it permanently off the treasury list, the date and cause of return should be entered in black ink under the Treasury Officer's initials. If the original only be returned on account of non-appearance of a service pensioner (Civil Service Regulations, 956-957), the date will be entered in red ink, and on reclamation this date will simply be struck out. When both portions are transmitted for renewal in consequence of damage, or otherwise, or the original in case of loss of the counterpart, the date may be entered in pencil in explanation of the imperfection of the file of orders.

NOTE.—The Pension Payment orders will ordinarily be filed in one series for the whole district, but the Accountant General may allow filing by sub-treasury series when this course is found more convenient.

Manner of Payment.

344. On appearance of a pensioner claiming payment of pension, his personal marks should be checked by the disbursing officer and the

Page 166, Article 343—

Cancel the last sentence of Article 343, and *insert* the following as a new para. :—

"Treasury officers are authorised to renew Pension Payment orders, without reference to the audit office, in cases in which the pensioner's half is lost, worn or torn, or the entries on the reverse of either the pensioner's or Collector's half are completely filled up. The renewed Pension Payment orders should bear the old number and date, and the old ones should be retained by the Treasury officer for one year and then destroyed. A note of the issue of the new Pension Payment orders should also be made in the 'Remarks' column of the register."

6th list—1-8-14.

Pages 167-168, Article 346—

Substitute the following for rule 8 under this Article :—

8. A certificate of non-employment is printed in English and in vernacular in Form 40 and should be signed by all pensioners except ex-inferior servants, and ex-policemen who are in receipt of a pension of not more than Rs. 10 a month. If a pensioner who is required to sign the certificate is re-employed either permanently or temporarily in a Government establishment, or in an establishment paid from a Local Fund, during the period for which pension is claimed, he should furnish the necessary particulars therein, and the disbursing officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

[*18th List—2-7-17.*]

Pages 167-168, Article 346—

Substitute the following for rule 8 under this Article :—

8. A certificate of non-employment is printed in English and in vernacular in Form 40 and should be signed by all pensioners except ex-inferior servants, and ex-policemen who are in receipt of a pension of not more than Rs. 10 a month. If a pensioner who is required to sign the certificate is re-employed either permanently or temporarily in a Government establishment, or in an establishment paid from a Local Fund, during the period for which pension is claimed, he should furnish the necessary particulars therein, and the disbursing officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

signature to the receipt compared with the original payment order. If a pensioner cannot sign his name, his thumb impression on the receipt should be compared with the original impression already taken on the Collector's half of the pension payment order. A pensioner drawing pension for the first time should also be required to produce the copy of the order by which the sanction to his pension was communicated to him.

345. Special risk of fraud exists in the payment of pensions of women who do not appear in public; special care should therefore be taken in the identification in these cases. The descriptive rolls, when originally prepared, and the periodical certificates of the continued existence of such women, should be attested by two or more persons of respectability in the town, village, or pargana.

346. Pensioners' receipts may be taken either on separate bills (which bills may be attached to a schedule for each kind of pension, or, if few in number, may support separate entries in the cash book and list of payments), or on a single bill (Form 40) for all on account of each class of Pensions. On the latter plan the receipt of each pensioner appearing personally will be taken in the column provided for that purpose, while separate receipts will be appended in support of the charges on account of those paid at subordinate treasuries (Civil Service Regulations, 952) or (in authorized absence) on life-certificates, note being made in the latter case, on the separate receipts, of the name of the person really receiving the money. On all such documents should be entered the number of the entry in the bill.

1. A life-certificate must accompany every pension-bill which is not personally presented, except in the case of pensioners not resident in India specified in Article 949, Civil Service Regulations. When payment is made on a life-certificate it should be made only for months completed on or before the date of the certificate.

2. In cases in which political pensioners do not appear in person to receive payment of their pensions, if the disbursing officer entertains any doubt which he has no convenient means of removing, he should refer the case to Government through his immediate superior for orders. Payment of the pension, however, should not be suspended pending the result of such reference.

3. Where the determination of a pension cannot be fixed for a precise date, the pensioner's receipt must be accompanied by a certificate that the event (whatever it is) which determines the pension has not happened.

4. A declaration in the following form should be obtained half-yearly from female pensioners whose pension is terminable by their marriage, and should be attached to the bills for pension paid for December and June :—

"I hereby declare that I am not married, and that I have not been married during the past half-year.

"_____ Widow } *of the late*_____
"_____ Daughter }

"We certify to the best of our knowledge and belief that the above declaration is correct."

(*To be signed by two responsible officers or well-known persons.*)

5. Separate receipts with their certified copies (unstamped) are necessary for Hong-Kong, Mauritius, Ceylon, and Singapore pensioners: they must not be included in a consolidated receipt.

6. For payment of pensions due to deceased pensioners—see Article 27.

7. The Local Government should instruct the Police or some other suitable subordinate agency to report promptly to the District Officer the death of any civil pensioner; and District Officers should enquire immediately into the cause of the non-appearance of any pensioner to draw his pension.

8. A certificate of non-employment is printed in English and in vernacular in Form 40 and signed by the pensioner; but the disbursing officer should satisfy himself by enquiry,

especially in the case of illiterate pensioners, that the pensioner has not been re-employed either permanently or temporarily in a Government Establishment, or in an establishment paid from a Local Fund, during the period for which pension is claimed. If he has been so re-employed the pensioner should be required to furnish the necessary particulars in the certificate and the Disbursing Officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

347. Every payment is to be entered (Civil Service Regulations, 943-2) on the reverse of *both* portions of the order and attested by the signature of the disbursing officer; in case of pensions paid at a sub-treasury (Civil Service Regulations, 952) where will be found only a copy of the order in English or vernacular with the District Officer's order thereon, the sub-treasury officer will make the entry on the counterpart and on his copy, while the Treasury Officer at the head-quarters treasury will, from the receipt, make the necessary note on his original of the order.

Periodical Identification of Pensioners.

347A.—1. On the first appearance of a pensioner on or after April 1st of each year the disbursing officer will (except in the case of pensioners mentioned in paragraph 2) take an impression of the thumb of the pensioner's left hand on the pension bill, and, besides identifying the pensioner from the other particulars given in the disbursing officer's half of the Pension Payment Order (or on the Audit Register, as the case may be), will further identify him from a comparison of the impression given on the bill with that pasted on the Pension Payment Order (or in the Audit Register); and if there is any difference in the two impressions, will refer the matter to the officer before whom the impression pasted in the Pension Payment Order (or in the Audit Register) was made.

2. Except Native Princes, European ladies, persons who have been Gazetted Officers, and others specially exempted by Government (these exceptions being made on the ground that there can be no difficulty in future identification), all pensioners are liable to the operation of these rules.

3. Pardah ladies and illiterate pensioners must give a thumb impression on their bills in the presence of the person who grants the life certificate, or, in the case of illiterate pensioners who personally attend the paying office, before the disbursing officer.

4. On the renewal of a Pension Payment Order the original impression must be cut off from the old, and attached to the new order.

Annual Return.

348. An annual return of pensioners in Form 40A should be sent to the Accountant General from every treasury whence pensions are disbursed. The return should be separate for Civil and Marine pensions and for each of these classes separate returns should be submitted for European (including Eurasian) and Native pensioners. A similar return for pensioners of the Military Department except Chelsea Pensioners including the late Hyderabad Contingent should be prepared and submitted to the ~~Controller of Military Accounts or Deputy Controller of Military Accounts in Independent charge~~ concerned in the See slip

Page 168, Article 346—

Add the following as Rule 9 to this Article:—

9. British Army Reservists referred to in Article 503 A., residing at stations where the treasuries from which they are paid are located, are permitted to draw their reserve pay through messengers, the certificate on the reverse of the reservist's pay bill (India Army Form A-320) being accepted as equivalent to a life certificate. In such cases Government accepts no responsibility whatever as to the identity of the messengers. As regards reservists employed at stations other than those at which the treasuries from which they are paid are situated, payment will be made by money order, the commission on such orders being defrayed by the Reservists themselves.

Page 168, Article 347A.—

Substitute the following for paragraphs 1 and 2 of this Article :—

1. On the first appearance of a pensioner on or after April 1st of each year, the disbursing officer should, except in the case of pensioners mentioned in paragraph 2, take an impression of the thumb and all the fingers of the pensioner's left hand on the pension bill. The pensioner should then be identified from the particulars given in the disbursing officer's half of the Pension Payment Order or in the Audit Register as the case may be. Identification should also be made by an examination of the impressions given on the bill with that pasted on the Pension Payment Order or in the Audit Register, if the pensioner cannot be identified by other means with absolute certainty.

NOTE.—The above rule in regard to the taking of the finger impressions and their examination for purposes of identification is, however, subject to any modification that may be made by the Local Government. In the Bombay Presidency, for example, pensioners whose monthly pensions exceed Rs. 50 have been exempted from the operation of the rule.

2. Except Native Princes, European ladies, persons who have been Gazetted Officers, persons who hold Government titles, and persons who have been specially exempted by Government (these exceptions being made on the ground that there can be no difficulty in future identification), all pensioners shall be liable to the operation of these rules.

Article 348, page 168—

For the words "Controller of.....Independent Charge" *substitute* "Controller of Military Accounts"

case of Military pensions paid under the provisions of Article 503 (I) and 503A, Civil Account Code.

NOTE.—The return should not include the names of persons in receipt of pensions chargeable to Local Funds or to other bodies financially independent of the Government of India, or of those in nominal possession of compensation granted to pagodas or mosques in lieu of lands resumed or other similar compensation which partakes of the nature of annuities, either terminable within a stated period, or not terminable.

Gratuities.

349. (*a*) Gratuities will be paid by Treasury Officers on authority received from the Accountant General, to whom, under Article 938 (*a*), Civil Service Regulations, the Government communicates its sanction. The payee should also be required to produce the copy of the order by which the sanction to the gratuity was communicated to him; and the Treasury Officer should record the fact of payment having been made on the copy of the order so produced.

(*b*) Gratuities are payable only to and upon the receipt of the persons legally entitled to receive them and not to or upon the receipt of the Head of the Office or Department in which the gratuitants formerly served.

Political Pensions.

350. With the special sanction of the Accountant General in each case, the following procedure may be employed in the case of groups of political pensioners who are paid by, and are in charge of, a political officer:—

1. In lieu of a pension payment order for each pensioner, an order for the payment of the whole group will be issued in Form 39; each entry having a number in this form, $\frac{330}{1}$ $\frac{330}{2}$, and so on, where 330 is the register number of the whole document.

2. The officer in charge of the pensioners will draw up a monthly bill in the following form, in which *all* the names will be entered in their proper order, even though nothing is drawn for the pensioner entered:—

(1) No. of pensioner. (2) Name. (3) Monthly pension. (4) Amount of arrears drawn; (*a*) months; (*b*) amount. (5) Amount drawn for current month. (6) Remarks; this space will be used for acquittance in the political officer's own copy of the bill.

3. The following certificate will be appended to the bill:—

"Certified that all amounts drawn in last month's bill have been duly disbursed, and receipts taken, with due precautions as to the identification of the payees, with the exception of the following amounts, now refunded:—

No.	Name.	Amount refunded.	REMARKS.

4. The total to be paid will be made up as follows :—

	R	a.	p.
Arrears, as per column 4-b	0	0	0
Current month, as per column 5	0	0	0
TOTAL .	0	0	0
Less undistributed amounts now refunded	0	0	0
NET AMOUNT TO BE PAID .	0	0	0

Any refunded amount can be drawn at any time upon quotation of the month's bill in which the amount was refunded.

5. If any alterations have been made in the list of pensioners during the past month the political officer will append a statement showing—

No. of pensioner.	Name.	Nature of alteration or lapse.	Reason or quotation of order.

6. No new name can be brought on the list, and no new pension drawn, until the Accountant General has registered and given a number to the new name, and communicated it to the political officer in charge.

7. If there have been no alterations the political officer will append to his bill a statement that "there have been no alterations in the list of pensioners under my charge in the past month."

Military Pensions.

350A. Instructions regarding the payment of Military pensioners will be found in Chapter 25, Article 503.

Chapter 20.—Deposits.

To be read in conjunction with Chapter 15.

Revenue Deposits	351	Sub-treasuries . .	360
Personal Deposits	355	Monthly Return .	364
Plus and *Minus* Memorandum . .	369		

Revenue Deposits.

351. Each item of deposit received must at once be entered in a register in Form 41 and numbered; there will be a separate series of numbers for each register, beginning anew each year. The Treasury Officer will carefully check the amount and particulars of each entry (*vide* Article 246) and then set his initials in the proper column against each. A daily total only will be carried from each register to the cash book.

NOTE.—The entry in the column "Nature of deposit" should be sufficient to explain why the amount is deposited.

352. Every item must be recorded in the name of the person *from* whom, not that of the Government official *through* whom, it is received it must be passed through the accounts, even though repaid on the day of receipt, and be kept distinct, however small it be, till finally disposed of, never being consolidated with others.

353. The rules regarding repayments and the form of voucher required are contained in Chapter 15.

354. When a deposit is adjusted by transfer to some head of account, the head of account to which it is transferred, and the item in which it is included in the treasury account, should be noted both in the register of receipts and in the register of repayments, and it should be separately credited in the cash book or register. The voucher submitted with the list of repayments will state these facts under the signature of the Treasury Officer.

Personal Deposits.

355. Receipts and payments (1) on account of wards' and attached estates and estates under Government management, and (2) on any other account, for which the special permission of the Comptroller General for opening a banking account with the treasury has been obtained (through the local account office), should be recorded in personal ledgers.

NOTE.—Personal ledger accounts for regimental funds may be opened in civil treasuries by officers commanding regiments of cavalry and infantry and batteries and companies of artillery and by Assistant Surgeons, Army Bearer Corps. They should be opened in the name of the commanding officers or Assistant Surgeons as the case may be, and do not require the special permission of the Comptroller General in each case. A half-yearly certificate of the balances of these accounts may be furnished by Treasury Officers on the application of the officer commanding.

356. A sufficient number of sheets of Form 42 should be bound up into a volume, and successive sets of pages assigned to the several accounts; it is not necessary to transfer the accounts to a new volume with

a new year, but if there be no page available when it is necessary to open a new account or carry forward an old one, all unclosed accounts should be simultaneously carried forward to a new volume.

357. Every personal account will thus have its own ledger page, the form of which provides, in addition to columns for date of transaction and number of cheque, one column for receipts, one for payments, and a third to show the balance after each transaction, with space for the Treasury Officer's initials. Herein the receipts are entered in regular order without being numbered; similarly the disbursements, made not from any one particular item, but from the aggregate balance in hand, are entered as they are made without further remark.

358. The Treasury Officer's duty is simply to see that withdrawals are made only on cheques signed by the responsible administrator which are current for three months from the date of issue, and that the withdrawals never exceed the balance in hand.

359. From these ledgers the daily totals of receipt and payment will be carried into the register of personal deposits (Form 43), from which again the aggregate daily total only will be carried to the cash book.

Sub-Treasuries.

360. Deposits made at a sub-treasury must be brought, item by item, through the daily sheet upon the district registers and must be numbered in the general series. When the officer in charge has occasion to place in deposit an item which, according to rule, should be so dealt with, he may also be empowered to repay it on his own authority without formal authority from the district treasury. In this case he would himself keep up a register of such deposits, in addition to that at the head treasury.

361. In making repayment he would clearly indicate the sub-treasury account in which the credit originally appeared, so that it will be easy to trace the item and to charge off payment correctly in the district account.

362. If any class of deposits is repayable at the sub-treasury, it must not be payable at the head treasury also.

363. The adjustment of cash orders issued on sub-treasuries may most conveniently be watched by opening a personal ledger for each sub-treasury. The orders issued would bear a serial number, and the amount would be credited in personal ledger account (Form 44), but need not be entered in Form 42. When paid at the sub-treasury, it would be charged in the sub-treasury cash book and daily sheet as a miscellaneous payment, but in the district treasury would be posted in the personal ledger account as a repayment of deposit.

1. With reference to the annual certificate prescribed by Article 254, the Treasury Officer must certify that the credit balance of each sub-treasury personal ledger account agrees with the sum of orders ascertained to be outstanding.

2. And a similar certificate must be recorded monthly on the copy of Form 45 (or on the *plus* and *minus* memo. sent to the Accountant General) to the effect that the balances of orders on sub-treasuries in Form 45 correspond with the totals of the outstandings as shown in detail in Form 44.

Article 360, page 172—

Insert the follwing as second sentence in this Article :—

It will however be sufficient to enter merely the daily totals in the district registers in the case of transactions relating to personal deposits, such as, Ward's Estates, Dispensaries, Municipalities, etc., which take place at Sub-treasuries, unless the Accountant General for special reasons orders otherwise in any case."

[*9th list—1-7-15.*]

Article 366, page 173—

For the words "it is in the same form as the treasury register (Article 250)[2]" *in line 3, substitute* "it is in Form 44A" *and omit the word* "also" *in line 4.*

8th List—1-4-15.

Monthly Returns.

364. An extract register of revenue deposits received will be submitted with the cash account in Form 32; only the first five columns will be filled up by the Treasury Officer, and they should be written up daily from the register of receipts. It is of importance that each deposit should be exactly confined to its own cage, as the Accountant General has to detail repayments against it.

365. In some cases where many deposits are received for very short periods, permission has been given to detail in the returns submitted to the Accountant General only those not repaid in the month of receipt; the permission should not be extended without clear proof of its necessity. In this case the returns for submission could not be written up till after the close of the month, and there would be breaks in the series of numbers representing the deposits received during the month which had been wholly repaid before its close. At foot of each extract register, both of receipt and repayment, would be entered a lump sum for "Deposits received and repaid during the month," in order that the extracts might agree with the accounts.

366. An extract register of repayments during the entire month, with vouchers appended, is submitted with the second list of payments: it is in ~~the same form as the treasury register (Article 250)~~ and should ~~also~~ be written up daily. Although no extract register accompanies the first list of payments, entry should be made in it of the total payment on each head made during the first ten days of the month: the entry in the second list will be of the total payments made from the 11th to 31st.

367. For personal deposits, however, a special form of monthly return (Form 45) is provided, as in it the totals only of receipts and repayments on each personal ledger have to be entered: the totals of the two columns, Receipts of the month and Payments of the month, alone, will be traceable in the cash account and list of payments. The monthly totals brought out on this form should be the same as those brought out by summation of the daily total columns of Form 43.

368. The charges exhibited in Form 45 will be supported by the original paid cheques, which should not be given up after payment.

Plus and Minus Memoranda.

369. Together with the monthly deposit returns must be submitted a *plus* and *minus* memorandum showing the opening balance, receipt, repayment, and closing balance, under each head of deposits, including personal deposits. As this balance should always equal the aggregate of repayable deposit balances upon the deposit registers, it has to be reduced in the April return by the amount reported for lapse under Article 255.

Chapter 21.—Bills.

Forms of Bills	370	Doubtful Bills	392
Issue of Bills	371	Form of Receipt	393
Issue of Bills on Military Treasure-chests	375	Record of Payment	394
Advice Lists	376	Accounts of Bills paid	395
Accounts of Bills issued	380	Military Transfer Receipts	397
Cross-checks	384	Issue of Duplicates	398
Regularity of Signature	385	Cancellation	401
Payment of Bills—Check Register	387	Exchange	402
Examination of Bills presented	390	Lapse of Bills	403
		Supply of Forms	404
		Care of Forms	405

Forms of Bills.

370. Two forms of bills are used for remittance of public funds in India; *viz., supply bills* (Forms 46 and 47) and *remittance transfer receipts* (Form 48). *Supply bills* are issued under the special orders of the local Accountant General, at times and on conditions prescribed by him; the conditions of issue of *transfer receipts* will be found in Chapter 9. A list of the treasuries which issue and cash bills is given in Appendix D.

Issue of Bills.

371. Before the commencement of a new official year, a *Register of bills issued* (Form 49) will be opened, by paging it and setting apart a sufficient number of pages for every treasury usually drawn on; the pages should be ruled, and the lines numbered in the column headed "Special or District." The series of district numbers will thus be separate for each district, and will commence anew with each official year; a number cannot be used again, though the bill has been cancelled before another is drawn on the same district. In other columns will be entered the printed (or general) number; the date and amount of the bill, the names of the remitter and payee, and the authority for issue, whether this be contained in a paragraph of Chapter 9 or a letter of the local Accountant General; the remarks column will be left blank for note of issue of duplicates, of cancellation, and the like.

372. Supply bills and transfer receipts drawn on the same district will be recorded in the same district issue register, and in the same series of district numbers.

NOTE.—At treasuries banking with branch banks, there will be a separate series of numbers for remittance transfer receipts and supply bills, the former being issued by the bank and the latter by the District Officer.

373. Bills should be prepared and signed from time to time as they are applied for, immediately on the receipt of cash; the business of signing them should not be postponed till the close of office, and ON NO ACCOUNT may the office be closed till all bills applied for have been issued. Each must be signed legibly with the full signature of the drawer (who

should take pains to maintain a uniform signature), and should then be torn by him from the counterfoil.

NOTE.—The counterfoils of bills issued should be periodically bound up; they need not be preserved for more than three complete account years.

374. At the time of signature, the register of bills issued, together with the application for the bill, the advice list (Article 376) and the book of forms, will be laid together before the Treasury Officer; the advice-list must be signed before the close of office, but he will initial each entry therein, and in the register and the counterfoil, at the same time as he signs the bill, after he has satisfied himself that—

(*a*) the several documents agree;

(*b*) the authority for issue is sufficient.

(*c*) the date and place of issue and the name of the payee are legibly and distinctly entered in the body of the bill;

NOTE.—In the case of remittance transfer receipts *in favour* of a public officer, the purpose for which the remittance is made must be plainly stated in the body of the bill, in order that the document may be complete in itself and independent of a covering letter; but the drawer's omission to give this information will not justify the drawee in refusing payment.

(*d*) in addition to the amount being entered in figures, the amount of whole rupees is entered a second time in words and the annas and pies in words or figures; that the words are written continuously without lifting the pen and that when the amount consists of rupees only and does not contain annas and pies, the words end with the word "only;"

(*e*) a sum a little in excess of that for which the bill is granted is entered in words across the bill at right angles to the type;

NOTE.—"Under thirty rupees" will mean that the bill is for a sum not less than ₹20 but less than ₹30; and similarly, "under eight hundred rupees" will mean that it is for less than ₹800, but not less than ₹700.

(*f*) the bill is signed in every case by the Accountant, and also by the Treasurer when the bill is issued in exchange for cash, but by the Accountant, a second time, instead of the Treasurer when the amount has been received by transfer in account; the Treasurer should enter the amount in e native character at the same time as he signs the bill.

NOTE.—The provision that each bill issued in exchange for cash shall bear the Treasurer's signature is only intended to bring home responsibility to him; bills issued by branch banks holding the Government balances need be signed by the Bank Agent only.

Issue of Bills on Military Treasure-chests.

375. Under Article 139, note 2, certain Treasury Officers are authorised to draw remittance transfer receipts on the military treasure-chests at Mhow, Neemuch, etc. The amounts of such receipts are credited to the Military Account Circle concerned, and they should accordingly be entered at first in a separate register in Form 49, in which the issues of local bills are entered. From this register a list in Form 51 should be

posted daily, and its daily total entered, without any details, in the schedule of military receipts of the Account Circle concerned under the column, "Remittance Transfer Receipts issued on military treasure-chests."

Advice Lists.

376. The advice list (Form 50) will include both supply bills and transfer receipts drawn on the same day on a particular treasury. The general, as well as the special or district number of each must be shown. The advice will be initialled as each bill is signed, and the list will be totalled, closed, and signed by the Treasury Officer, and despatched without a covering letter, without fail, before the treasury closes on the day of issue.

377. At places where the treasury banks with a branch bank, there will be separate advices for remittance transfer receipts and supply bills, the former being issued by the Bank, and the latter by the District Officer.

378. If alterations be made in a bill prior to issue, the corrections should be noted in the advice, and each alteration, both in bill and advice, should be authenticated by the drawer's initials, in order to prevent hesitation on the part of the drawee. If the drawer should enter the amount so carelessly as to enable a stranger to alter it, and fraudulently to obtain payment of a larger amount, the *drawer*, and not the drawee, must bear the loss. But the drawee must remember and apply the numerous defensive checks provided for him.

379. Advices of bills drawn on the Bank of Bengal at Calcutta, the Bank of Madras at Madras, or the Bank of Bombay at Bombay, should be sent direct to the Secretary and Treasurer of the Bank. But advices of bills drawn on districts of which the treasury business is managed by a branch of any of these banks, should be sent to the officer in charge of the district treasury, who will at once register them in the check register of bills payable (Form 53), and *immediately* pass on the original advices to the Bank Agent as authority to pay the bills on presentation without further special authorisation. In the case of Rangoon, Lahore, Karachi and Cawnpore, the advices should be sent to the Agent direct.

Accounts of Bills issued.

380. The district issue registers will be, with the check margins of the bills themselves, the only record of detailed transactions preserved in the office, but at the time of issue each must be entered in a *general list* of bills issued, to be submitted to the Accountant General with the monthly cash account.

381. There will be four general issue lists, namely:—

Supply Bills, local (that is, issued on treasuries in the same audit circle).
Supply Bills, foreign (that is, issued on treasuries in other audit circles).
Transfer Receipts, local.
Transfer Receipts, foreign.

For local bills, Form 51 is prescribed; for foreign bills, Form 52.

Page 176, Article 379—

Substitute the following for this Article :—

"Advices of bills drawn on the Bank of Bengal at Calcutta, the Bank of Madras at Madras, the Bank of Bombay at Bombay, or on any of the branches of these banks managing the treasury business of a district, should be sent direct to the Secretary and Treasurer of the Bank, or to the Bank Agent concerned, as the case may be."

13th List—1-4-16.

Page 176, Article 379—

Substitute the following for the last sentence :—

"In the case of Cawnpore, Delhi, Karachi, Lahore and Rangoon, the advices should be sent to the Agent direct."

382. The general number of each bill must be given, without fail, in these lists; the special or district number is not required. Each of the four will be totalled daily, and its total carried separately into the cash book.

383. At the end of the month these lists will be submitted in original to the Accountant General with the cash account, wherein the totals only will be shown of the receipts of the month under supply bills and remittance transfer receipts, local and foreign, respectively. No office copy of these lists need be kept by the Treasury Officer.

Cross-checks.

384. It will be useful to note the cross-checks which a Treasury Officer can each evening apply to the several documents connected with bills issued. The several advice lists and the district issue registers check one another directly; the total of each general list must agree with the total of the advice lists for that class, and this agreement should be at times tested by the Treasury Officer himself; the total of each general list, too, should, day by day, be compared with the credit in the cash book; and lastly, the issue of forms should be checked by the number of entries in each pair of general lists.

Regularity of Signature.

385. Variation in the signature of the drawer often entails much trouble on the paying treasury, and the drawer will be held responsible for any inconvenience or delay which may be caused to individuals in consequence of change in, or illegibility of, his signature, or other serious irregularity on the face of the bill, as the drawee would be justified in suspending payment in cases of doubt arising from such causes. Accordingly a native officer in charge of a treasury should *sign* his name in English, or have it written in English characters below the vernacular signature.

386. When any change of Treasury Officer occurs, a specimen of the signature of the new-comer should be forwarded by the out-going officer to all treasuries usually drawn on. The following form will be convenient:—

"The undersigned begs to notify to————that he has on this day been relieved of the executive charge of the treasury at————by————, a specimen of whose signature is annexed."

————

Relieved Officer.

The————191 .

————

Relieving Officer.

1. In the case of a native officer who signs in vernacular, his name should also be written in English characters in this notice, as well as after his signature in bills (Article 385).

2. When an officer who was formerly in charge of a treasury resumes charge of it after a lapse of time, his signature need not again be circulated among Treasury Officers.

Payment of Bills—Check Register.

387. At the commencement of each official year a *check register of bills payable* (Form 53) should be prepared. It should be paged and ruled, each page signed by the Treasury Officer, a page (or two or more) set apart for each treasury or officer usually drawing, and the lines in them numbered; if the pages provided be too few, it will be easy to carry forward the record by noting at foot of the last page the number of that on which future entries will be found; a back reference being similarly made on the latter.

388. The advice lists received from issuing treasuries will furnish materials for filling up columns 1 to 5 in this register. These lists must be opened in the presence of the Treasury Officer, and each dated and initialled by him after he has satisfied himself of its genuineness by examining the signature of the drawer and, if necessary, the post-mark. He should satisfy himself that the particulars are punctually and accurately posted in the check registers of bills payable, and then the advice list should be filed with others received from the same treasury and kept under lock and key. These advice files should all be bound up together at the end of the year.

NOTE.—It may be as well to remind Treasury Officers of the security (against the fraud of altering after signature the amount shown in the advice) which is afforded by comparison of the total amount reported in words in the heading with the real total of the figured amounts of an advice. Any alteration of any entry, whether of names or figures, in an advice requires the drawer's initials (Article 378), so that it is scarcely possible that any fraud should be attempted by altering the advice *before* he has signed it, since at the time of signing he would notice any uncertified correction.

389. This register is intended to facilitate examination and identification of bills presented for payment. The entries to be made from the advice list should be a sufficient obstacle to the encashment of bills forged or fraudulently altered; and their sequence effectually bars the use a second time of a district number, and suggests suspicion even of the advice list where a high number, general or special, follows a low one. The column of remarks provides space for necessary notes of calls for advices, of references touching irregularities, of cancellation or of issue of certificates of non-payment, or of advices of seconds or thirds; and the Treasury Officer should be careful to see that these notes are punctually made.

Examination of Bills presented.

390. On presentation of a bill for payment, the Treasury Officer must compare it with the above register and also with the advice, and should satisfy himself carefully that it is in order, and that it is receipted on the back by a person able to give a legal quittance. It should be borne in mind that in the case of a remittance transfer receipt the liability of Government to the payee named therein can only be discharged by payment of the amount due thereunder to the said payee or his *lawful* agent. It is not enough therefore for the Treasury Officer to satisfy himself of the genuineness of the payee's signature to the receipt on the back of a bill. If the payee himself is not in attendance, the Treasury Officer must assure himself that the presenter of the remittance transfer receipt is the agent or messenger of the payee duly authorised to receive

Page 178, Article 387—

Cancel this Article.

13th List—1-4-16.

Page 178, Article 388—

Substitute the following for this Article retaining the note :—

388. The advice lists received from the issuing treasuries must be opened in the presence of the Treasury Officer, and each dated and initialled by him after he has satisfied himself of its genuineness by examining the signature of the drawer and, if necessary, the post mark. They should then be sorted and arranged according to the treasuries from which they are received and pasted chronologically in guard files in such a way that advices received from each treasury may be kept together. These files should be kept under lock and key."

13th List—1-4-16.

Page 178, Article 389--

Substitute the following for this Article :—

"The advice lists, arranged in the manner prescribed in the preceding Article, will serve to facilitate the examination and identification of bills presented for payment. The entries made in the advice lists should be a sufficient obstacle to the encashment of bills forged or fraudulently altered; and their sequence effectually bars the use a second time of a district number, and suggests suspicion even of the advice list where a high number, general or special, follows a low one. The column for remarks provides space for necessary notes of calls for advices, of references touching irregularities, of cancellation or of issue of certificates of non-payment, or of advices of seconds or thirds; and the Treasury Officer should be careful to see that these notes are punctually made.

13th List—1-4-16.

Article 390, page 178—

Add the following words at the end of the second sentence :— "or to a recognised bank in whose favour it is endorsed for the purpose".

For the third sentence, *viz.*, "It is not enough.....of a bill" substitute "In cases therefore where payment is not made on an endorsement in favour of a recognised bank the Treasury officer, should not merely satisfy himself of the genuineness of the payee's signature to the receipt on the back of a bill".

Add at the end of the Article the following sentence :—

"Similarly in cases where payment is made on an endorsement to a recognised bank the Treasury officer must assure himself that the presenter of the Remittance Transfer Receipt is the authorised agent or messenger of the bank."

[*9th list—1-7-15.*]

Page 178, Article 390—

Cancel the words "with the above register and also" in line 2 of this Article.

Add the following at the end of the first sentence of the Note to this Article, omitting the full-stop :—

"and in Rule 7 under Article 139."

13th List—1-4-16.

Page 179, Article 391—

For the words "that it is signed by the Accountant or Accountant and Treasurer as required by Article 374 (*f*)," substitute "that it bears the signature purporting to be that of the Treasurer" and add a note—

"If the Remittance Transfer Receipt bears no signature purporting to be that of the Accountant the fact should be immediately brought to the notice of the Treasury Officer who issued the bill, in order that he may ascertain whether the amount was correctly brought to book."

Article 392, page 179—

For the last sentence "Remittance Transfer Receipt..... do so" substitute "Remittance Transfer Receipts should not ordinarily bear any other endorsement than that of the payee, and Government officers are justified in declining such cash receipts bearing any other endorsement whenever it may appear desirable to them to do so, but payment should be made, if so desired, on endorsement of the Remittance Transfer Receipt in favour of a recognised bank".

[9th list—1-7-15.]

payment. If, then, the presenter is unknown to the Treasury Officials, or, if known, should there be reasonable grounds for questioning his being in lawful possession of the remittance transfer receipt, the Treasury Officer should demand a writing from the payee, authorizing the presenter to receive payment on his, the payee's, behalf.

NOTE.—Remittance transfer receipts are not payable at sub-treasuries save as expressly provided in Appendix D. But if the money payable on a remittance transfer receipt is required at a sub-treasury there is no objection to the issue of a cash order to the payee for presentation at the sub-treasury. In such case the payee should receipt the remittance transfer receipt as "Received payment by a cash order on———Sub-treasury, and the Treasury Officer at the district treasury should finally deal with the remittance transfer receipt, and should take the same precautions regarding the delivery of the cash order as are prescribed in the case of payment in cash.

391. The points of orders are, that the bill has been advised; that it corresponds in all particulars with the advice; that it bears the genuine signature of the drawer; that it is signed by the Accountant or Accountant and Treasurer as required by Article 374 (*f*), unless issued by a Presidency Bank or one of its branches; that it has not been tampered with; and, of course, that it is not a cancelled or a lapsed bill or one of which a duplicate has been paid. Yet a bill may be paid—

Without advice, if there is no reason whatsoever to doubt its genuineness, and if sufficient security is offered. In the case of well known and reliable holders, this security may be dispensed with. The Treasury Officer should in all such cases apply for the necessary advice without delay.

Even though differing from the advice, at the discretion and risk of the drawee, provided there is no suspicion of fraudulent alteration, nor any possible doubt of the genuineness of the bill. But great caution should be exercised before paying on a bill an amount larger than that named in the advice.

Doubtful Bills.

392. In case of erasure, alteration, or other serious cause for suspicion, the drawee should, before payment, refer to the drawer, the post office, or the Accountant General, as the case may require. Any material alteration of a bill without the consent of the parties, after it has been drawn, or endorsed, affecting the date, sum, or time or place of payment, will invalidate it; but the mere correction of a mistake, as by inserting the words "or order" in the endorsement of a supply bill will have no such effect. A merely technical defect, such as the omission by the drawer to note the purpose for which a remittance transfer receipt is required, will not justify the drawee's refusal to pay. Remittance transfer receipts should not bear any other endorsement than that of the payee, and Government officers are justified in declining to cash such receipts bearing any other endorsement whenever it may appear desirable to them to do so.

NOTE.—The order conveying the last instructions goes on: "There is no objection to the bank of———paying on its own responsibility, and for the convenience of its constituents, transfer receipts bearing endorsements in addition to that of the payee. In all such cases, the bank must itself endorse the transfer receipts." (The bank had pointed out that the special endorsement of the payee was as full an acquittance to Government as a simple "Contents received,"—in consequence, no doubt, of the stipulation on the face of the bill that it is NOT TRANSFERABLE.)

Form of Receipt.

393. For the sufficiency of the receipt, it is necessary to see that it is not for a part only of the bill, and that it is given by the legal holder. On no account may a bill be paid by instalments; receipt for the full amount must be given on the reverse, and the full amount must be paid.

(*a*) If the legal holder be dead, payment should be made only to his legal representative; a bill for less than ₨100 may, however, be paid without a certificate of administration.

(*b*) If the receipt be signed by an agent or attorney, note of the existence, and of the record in the treasury, of the power-of-attorney, should be made on the bill.

(*c*) If more than one person be named in a bill, all must join in order to give a valid endorsement or receipt.

(*d*) A bill payable to A. B. cannot be cashed on the receipt of his partner C. D. without production of a formal power-of-attorney; a bill payable to A. B. & Co., can be paid on the receipt, as A. B. & Co., of any member of the firm.

(*e*) Although bills can be legally drawn in favour of *incorporated* banks, and paid on receipt of the official duly authorized for the time being, they cannot be so drawn in favour of *unincorporated* banks or other institution. The *name* of the payee, as well as his designation (Secretary, Manager, etc.) must be inserted, and his receipt required; but if he has left and his signature cannot be obtained, payment can be made to his successor on formal guarantee of indemnity.

(*f*) If the amount of the bill be payable by transfer to some head of account, the head of account to which it is transferred, and the item in which it is included in the treasury accounts should be noted in the Check Register and Advice List, and separate credit should be given in the cash book or register concerned. The voucher submitted with the list of payments will contain a certificate to this effect over the signature of the Treasury Officer. If the bill be endorsed to the Collector or other public officer, he should endorse it "Credit to such a head of account" over his signature.

NOTE.—A public officer when he sends a transfer receipt to a treasury, not for cash payment, but for credit of its amount in the treasury accounts, must before he signs the receipt, add to the words "Received payment" the further words "by transfer credit." Omission to do this facilitates fraudulent appropriation of the money.

Record of Payment.

394. As each bill is paid, it must be scored through and stamped *paid*, the word *paid* entered against the bill in the advice list, the date of payment noted in column 6 of the check register, and the amount paid entered in the right-hand column of the same. As each payment is made, the entry should be initialled by the Treasury Officer in the column of Remarks of the check register. Entry must be made at the same time in the proper register of bills paid (see Article 395). If the

Article 393 (*e*), page 180—

Substitute the following:—

(*e*) Bills payable to an incorporated company or any other corporate body may be paid on the receipt of the official authorized, generally or specially, by its regulations or by power of attorney to receive moneys payable to such company or body.

In the case of bills payable to an unincorporated body, payment may be made to a person holding authority to receive moneys payable to such body, but the Treasury Officer should first satisfy himself that the authority has been duly conferred.

1st Tast—10-8-13.

Page 180, Article 394—

For the first two sentences of this Article *sustitute* the following :—

"As each bill is paid, it must be stamped "paid", the date of payment and the amount paid being at the same time noted in the columns provided for the purpose in the advice list. The entry should then be initialled by the Treasury Officer in the column also provided therein."

13th List—1-4-16.

Page 181, Article 397—

In the list of officers given in the Note under this Article, against "Supply Circle" include the name of "Assistant Audit Officer, Marine Accounts."

[*10th list—1-10-15.*]

Article 397, page 181—

For the list given in the Note substitute the following :—

Division / Group of Divisions / Circle.	Officer.	Station.
Northern Group	Assistant Audit Officer and Divisional Disbursing Officer	1st (Peshawar) Division, Peshawar. 2nd (Rawalpindi) Division, Rawalpindi. 3rd (Lahore) Division, Lahore.
Western Group	Assistant Audit Officer and Divisional Disbursing Officer	4th (Quetta) Division, Quetta. 5th (Mhow) Division, Mhow. 6th (Poona) Division, Poona.
Eastern Group	Assistant Audit Officer and Divisional Disbursing Officer	7th (Meerut) Division, Meerut. 8th (Lucknow) Division, Lucknow.
Supply Circle	Assistant Audit Officer, Military Supply Accounts, Calcutta.	
Secunderabad Division	Assistant Audit Officer and Divisional Disbursing Officer	9th (Secunderabad) Division, Bolarum.
Burma Division	Assistant Audit Officer and Divisional Disbursing Officer	Burma Division, Maymyo.

7th List—15-1-15.

treasury banks with a branch bank, the entry of payment in the latter register will be made from the paid bills on their return from the bank (see Article 379).

1. On receipt of advice of cancellation of any bill, or on its lapse, whether under Article 401 or under Article 152, its amount should be entered in the "amount paid" column.

2. The destruction of the advice-lists of bills drawn may be sanctioned by the Accountant General after he has completed and adjusted his list of lapsed bills for the period to which the advice belongs.

Accounts of Bills paid.

395. A volume should be prepared at the beginning of the year (Forms 54 and 55), in which the bills will be entered as they are paid, the daily total being each day carried to the cash book. These registers of bills paid will be four in number (like those of bills issued), namely, for supply bills and for transfer receipts, each a pair, one of which is for local (Form 54) and one for foreign bills (Form 55).

396. Four schedules of bills paid (in the same form as the registers) should be punctually written up before office closes, in order to be submitted to the Accountant General with the bi-monthly lists of payments, and the bills themselves should be attached to their schedules.

Issue of Remittance Transfer Receipts by Military Account Officers.

397. Transfer receipts issued by Military Account Officers (see Article 144) undergo, previous to payment, precisely the same form of scrutiny and test. But the entry of the payment is to be made in the appropriate column of the Military Schedule of Payments (Chapter 25) and not in the Registers prescribed in the last two rules.

NOTE.—The following is a complete list of the Military Accounts Officers who may issue transfer receipts. It will, of course, be understood that no transfer receipts may be drawn by Civil Treasuries on them :—

Circle of Accounts.	Officer.	Station.
Northern Circle	*Deputy Controller*—	
	Examiner of Military Accounts—1st Peshawar Division	Peshawar.
	Ditto ditto —2nd Rawalpindi Division	Rawalpindi.
	Ditto ditto —3rd Lahore Division	Lahore.
	Divisional Disbursing Officer	Peshawar.
	Ditto ditto	Rawalpindi.
	Ditto ditto	Lahore.
Western Circle	*Deputy Controller* —	
	Examiner of Military Accounts—4th Quetta Division	Quetta.
	Ditto ditto —5th Mhow Division	Mhow.
	Ditto ditto —6th Poona Division	Poona.
	Divisional Disbursing Officer	Quetta.
	Ditto ditto	Mhow.
	Ditto ditto	Poona.
	Station Staff Officer, Aden	Aden.
Eastern Circle	*Deputy Controller*—	
	Examiner of Military Accounts—7th Meerut Division	Meerut.
	Ditto ditto —8th Lucknow Division	Lucknow.
	Divisional Disbursing Officer	Meerut.
	Ditto ditto	Lucknow.

Circle of Accounts.	Officer.	Station.
Supply Accounts	Examiner of Military Accounts	Calcutta.
Secunderabad Division.	Examiner of Military Accounts—9th Secunderabad Division	Bolarum.
	Divisional Disbursing Officer	Bolarum.
Burma Division	Examiner of Military Accounts—Burma Division	Maymyo.
	Divisional Disbursing Officer	Maymyo.

Issue of Duplicates.

398. A duplicate of a bill may be issued under the circumstances stated in Article 145; and, in the event of the loss of both original and duplicate, a triplicate may be issued on the same terms as the duplicate, the non-payment of the others being certified. No special form is provided for triplicates; the form of duplicate must be altered by hand. Neither duplicate nor triplicate can be issued without reference to the Accountant General if the bill has lapsed.

399. The duplicate and triplicate must be drawn in exactly the same terms as the original bill, with the same date, the same number, the same amount, and the name of the same payee; so that, if a lost bill has been endorsed, the endorsee must apply for a duplicate through the original payee. It will be issued under the signature of the officer in charge of the treasury at the time, although he be not the person who signed the original bill.

400. No duplicate or triplicate older than six months should be paid without previous reference to the Accountant General, or, in the case of military transfer receipts, to the ~~Controller of Military Accounts or Deputy Controller of Military Accounts in Independent Charge~~; nor should any duplicate or triplicate of a bill endorsed for payment at a sub-treasury be either cashed, or endorsed for payment at a sub-treasury, until the officer at the sub-treasury has certified that he has not paid the original, and that he has recorded the issue of a duplicate.

Cancellation.

401. When a bill is cancelled, as provided in Article 146, the fact of cancellation should be conspicuously noted across the face of the bill; at the *same* time note should be made in the register of bills issued (Form 49) and advice sent to the officer drawn on, who should at once record the fact in the Remarks column of his check-register of bills payable, and also note the amount of the bill in the column of "Amount discharged." The amount refunded should be charged, in the schedule of local or foreign bills paid (supply bills or transfer receipts), according as the bill cancelled is a local or a foreign bill; and the name of the treasury drawn upon should be entered in the column of Remarks. The entry must be supported by the cancelled and duly receipted bill as voucher; and it must appear, even though issue and cancellation take place in the same month. The special (district) number of the cancelled bill may not be used for another bill even though no other have been drawn on the same district between the issue of the bill and its cancellation.

Article 400, page 182—

For the words "Controller.....Independent Charge" *substitute* "Controller of Military Accounts" *or* "Controller of Military Supply Accounts"

Page 182, Article 401—

For "his check-register of bills payable" in line 5 of this Article, *substitute* "the advice list originally received." For "Amount discharged" in lines 6 and 7 of this Article *substitute* "Amount paid."

13th List—1-4-16.

Page 183 Article 403—

For "in the check-register of bills payable.....that register"; in lines 3 to 5 of this Article, *substitute*:—

"in the 'Remarks' column of the advice list, their amounts being at the same time posted in the column 'Amount paid'";

13th List—1-4-16.

Article 404, page 183—

For the words "Controller.....Independent Charge" *substitute* "Controller of Military Accounts" *or* "Controller of Military Supply Accounts"

Exchange.

402. When a bill is exchanged for another (see Article 148), the original bill will be treated and charged as a bill presented for payment, and the amount again credited as received for the issue of the new bill.

Lapse of Bills.

403. Supply bills and transfer receipts, which are not paid before the end of the third account year after that in which they are issued, lapse, and should be so marked in the check register of bills payable, their amount being at the same time posted in the right-hand column of that register; their amount is transferred to the credit of Government by an account entry made by the Accountant General. Should any one apply for payment of a lapsed bill he should be directed to address the Accountant General; if payment be sanctioned, the amount will be charged in the cash book as a miscellaneous refund and noted against the credit to prevent a double payment. The rule applies to bills drawn by treasuries under other Governments, as well as by those under the Local Government.

1. Paymaster's transfer receipts lapse in the same way as those of civil treasuries, and payment can be made only under an order of the Controller, Military Accounts.

2. Regarding transfer receipts for sepoys' remittances, see Article 152.

Supply of Forms.

404. Forms will be supplied to Treasury Officers by the local Accountant General, and to paymasters, etc., by the Controller of Military Accounts or Deputy ~~Controller of Military Accounts in Independent Charge~~. Indents for supplies should be in Form 56, and should ordinarily be for twelve months' supply.

1. All these forms are now printed with a coloured ground-pattern on water-marked paper. Any fraudulent erasure is impossible, inasmuch as it involves the removal of so much of the coloured ground-pattern as to ensure detection.

2. It has been arranged that a proper colour shall be allotted to each province, and that both letter-press and ground-pattern shall be in that colour, the printed numbers alone being in black. For duplicates, however, the ground-pattern in the proper colour will cover the whole face of the form, while the letter-press will be in black.

3. For the convenience of commercial houses, it has been decided that supply bills for more than ₹1,000 may, if required, be issued in duplicate. For the use of Calcutta, special forms are printed in duplicate (Form 47); elsewhere the ordinary forms for duplicates may be used, the fact of such an issue being noted in the advice. A duplicate should not, however, be given, unless specially asked for.

4. The forms required for use in the Madras and Bombay Presidencies are printed and supplied by the local Accountants General. In the case of the other provinces, the forms are printed at the Government of India Press in Calcutta on the requisition of the different Accountants General and Comptrollers, who should forward with each indent a requisition on the Controller of Stationery for the required quantity of water-marked paper. The Superintendent, Government Printing, will, on receipt of each indent and requisition, forward the latter to the Controller of Stationery and obtain from him the paper required. Great care must be exercised in preparing the requisition which must be only for the exact number of sheets of water-marked paper required for the number of forms indented for. The class of paper authorised to be used for bill forms is 24 lbs. cream-wove double foolscap water-marked paper, and from a sheet of this paper eight forms of remittance transfer receipts or of sole supply bills or four of supply bills in duplicate are obtainable.

Care of Forms.

405. Immediately on receipt of a parcel of forms of bills they should be carefully examined. The duplicates for district treasuries are made up in books of ten each, and bear no numbers; they should be counted. The originals are made up in books of fifty each, and bear a printed number in a general series peculiar to the province; here the series of numbers in each book should be checked, and the books themselves compared with the particulars given in the invoice. The acknowledgment should certify that the forms have been counted and found correct.

406. The forms of bills and of advices should be placed in store under the key of the Treasury Officer, who should each morning issue the book or books containing bill forms, and the advice forms, for the day's use. He must be careful not to issue a book of a later serial number before an earlier, and therefore should see that the store is so arranged as to prevent mistakes. Every evening the unused forms will be returned to him, and he should see that this series is unbroken; that no form is kept bank unissued unless it be spoilt; that the number expended in the day agrees with the total numbers of the two lists of bills issued, *viz.*, on the local and on other Governments.

407. Spoilt forms should never be destroyed; both the check margin and the form itself should be defaced under the Treasury Officer's initials, and the form returned to the Accountant General with the list of bills issued (local Form 51), the defaced check margin being retained in the cheque book.

408. Cancelled.

Pages 185 to 187, Articles 410 to 413.—

Substitute the following for these Articles :—

410. Two different methods are prescribed for the supply of funds to Survey parties, etc., namely one for those whose head-quarters are situated near treasuries or sub-treasuries, and another for those stationed in remote places.

They are described below :—

(*a*) In the case of parties, etc., whose head-quarters are so situated that funds can be drawn from treasuries or sub-treasuries as required, payment orders will be issued authorising the encashment of salary, establishment, travelling allowance, and contingent bills. Travelling allowance will be drawn on abstract bills, while contingent charges will be met in the first instance from a permanent advance which will be recouped in the usual way by means of fully vouched contingent bills in the case of Administrative officers, and by abstract contingent bills in the case of officers in charge. When, however, any large item of contingent expenditure (such as the purchase of tents during the recess season or of warm clothing at the beginning of the field season) cannot be met from the permanent advance, the amount required may be drawn from the treasury or sub-treasury on an abstract contingent bill.

(*b*) In special cases, which will occur only when parties, etc., are at such a distance from a treasury or sub-treasury that it is not practicable to draw funds from them from time to time as required, the Surveyor General may sanction the supply of funds to the officer in charge by means of letters of credit as described in Article 412, to enable him to meet the travelling allowances and contingent expenses of all officers and menials serving under him. Salaries and establishment charges will, however, always be drawn on the authority of payment orders as described in (*a*) above.

NOTE.—These rules do not apply to officers, etc., proceeding on lengthy operations or special duties. In such cases, the circumstances of each case will be taken into account, and advances of pay, travelling and other allowances, and for contingent expenses, will be made as the Surveyor General may direct.

410 A. Payment orders and letters of credit will be issued by the Comptroller, India Treasuries, on the understanding that the Surveyor General holds himself responsible that the actual expenditure does not exceed the budget limits, except when an excess has been sanctioned by Government. Payment orders will be issued on the motion of the Administrative officer (Superintendents, Northern, Southern, and Eastern Circles and Superintendents, Trigonometrical Surveys); letters of credit will be issued

with the sanction of the Surveyor General and on the motion of the Administrative officer. Payment orders and letters of credit will lapse at the end of the month next following the period for which they are issued.

If any payment orders or letters of credit, after being once issued, are found not to be required, the Administrative officer concerned will apply to the Comptroller, India Treasuries, for their cancellation.

411. (*a*) Payment orders (for parties, etc., stationed near treasuries).—

(1) The officer in charge of a party, etc., stationed close to a treasury or sub-treasury will submit to the Administrative officer, for transmission to the Comptroller, India Treasuries, quarterly estimates of the probable requirements of his party on account of fixed and other charges. 'Fixed charges' comprise only salaries and establishment charges and 'other charges' include advances of pay and travelling allowances and permanent advances for contingent expenditure, as explained in Articles 411A and 413A respectively.

(2) These estimates will specify the names of the treasuries or sub-treasuries at which funds are required as well as the amount payable at each. On receipt of the quarterly estimate from each Administrative officer, the Comptroller, India Treasuries, will issue the necessary instructions direct to the Treasury officer, or, when the treasury is not under his own audit control, will request the Accountant General concerned to take suitable action.

Any alterations made by the Administrative officers in these estimates will be notified by them to the Comptroller, India Treasuries, for communication to the Treasury officers or Accountants General concerned.

(*b*) Payment orders (for parties, etc., stationed at an inconvenient distance from treasuries).—

In respect of salaries, establishment charges, and the advances mentioned in clauses (*a*) and (*b*) of Article 411 A, the Administrative officer and the Comptroller, India Treasuries, will follow the same procedure as that laid down in clauses (1) and (2) of Article 411 (*a*).

NOTE 1.—Net amounts only will be charged in the treasury accounts even when payments are made at a treasury in Madras (but see Article 317, Rule 3). Adjustments to credit of service funds will be made by the Comptroller, India Treasuries.

NOTE 2.—In cases when a Survey party, or gazetted officer, or an officer in charge of a party, is transferred from one province or district to another, and no notice of such transfer has been given by the Accountant General to the Treasury officer of the latter, the pay bill of the party or officer may be cashed at the treasury of the new district on presentation of the bill accompanied by a last pay certificate. The vouchers will accompany the bi-monthly lists of payments to be forwarded by the Treasury officers to the Accountants General.

NOTE 3.—When a Survey party or officer is detained in a district for a longer time than was originally notified, the Treasury officer may, on a certificate to that effect from the officer in charge of the party, cash the bills for fixed charges for one month in addition to the advices he has received.

411A. The advances referred to in Articles 411(*a*) (1) and 411(*b*) include the following :—

(*a*) Advances of pay to an officer in charge of a party, etc., as well as to all officers and menials serving under him, when proceeding to the field. These may be granted by the officer in charge

of the party, etc., with the sanction of the Administrative officer, subject to the following conditions :—

(*i*) That the advance to an officer does not exceed one month's pay in addition to the salary due to him up to date and that to a menial in no case exceeds two months' pay.

(*ii*) That the advance does not exceed Rs. 1,000 for any one officer.

These advances will be drawn from treasuries in the case of a gazetted officer by himself on a requisition countersigned by the officer in charge, and in the case of non-gazetted officers and menials by the officer in charge on simple receipts in the subjoined form. The bill for the advance should in each case be supported by a copy of the sanction of the Administrative officer, which should be attested by the officer in charge or any other authorised gazetted officer. The amount sanctioned may be drawn in instalments on different dates.

Form No. 0 3 a

SURVEY OF INDIA.

Treasury Receipt Form.

No.

Received from the Officer in charge of the_____Treasury
Rupees (in words)_____being the_____

_____

to be accounted for by me to the Comptroller, India Treasuries.
Rupees (in figures) _____
Dated_____191 .

In charge
No. _____ Party.

(*b*) Advances to Lower Subordinate officers and menials, who are proceeding on departmental leave or are being discharged, of the pay due to them up to date.

These advances do not require the sanction of the Administrative officer and will be drawn by the officer in charge on simple receipts in the form prescribed in the preceding clause.

(*c*) (*i*) Advances on account of travelling expenses, not including daily rates, to the officer in charge himself and to all officers and menials serving under him during the field season or when proceeding to the field or to recess quarters ; and

(*ii*) Advances when proceeding to the field of amounts not exceeding 30 days' daily rates.

These advances will be drawn by the officer in charge of the Survey party, etc., on specially prescribed forms of abstract travelling allowance bill. Separate bills should be presented for advances on account of travelling expenses and those on account of daily rates.

NOTE 1.—The Treasury officer is not concerned with the detailed distribution of these advances and their subsequent adjustment, as the officer in charge of the party, etc., and the Comptroller, India Treasuries, will be responsible for the same.

412. In the cases referred to in Article 410 (*b*) an officer in charge of a party, etc., will be supplied with funds by means of letters of credit. The money will be drawn by the officer in charge of the party, etc., from the treasury, as required, on simple receipts in the following form :—

"Received from the officer in charge of the _____ Treasury, Rupees (in words) _____ to be accounted for by me to the Comptroller, India Treasuries, in part of letter of credit No. _____

Rupees (in figures). _____

Dated _____ 191 .

Signed _____

(Survey Rank).

Officer in charge No. _____ Party.

413. A special letter of credit may be applied for in favour of an officer who is organising a party, etc., or conveying it from one place to another. These letters of credit are available for one month from date of issue.

Page 185, Chapter 22.—

In the Contents *substitute the following for the entry relating to the Survey of India :—*

Survey of India	410-417

[*20th List—2-1-18.*]

Article 409—

Omit "Civil Veterinary and Horse-breeding Department; (*a*)" *and the connected foot-note.*

Cancel Articles 432A to 433A with the heading "Civil Veterinary and Horse-breeding Department." See on page 191

2nd List—1-6-13.

Chapter 22.—Imperial Departments.

Imperial Departments defined . 409
Survey of India—
Provision of Funds . . . 410
Fixed Charges—Salary Bills . . 411
Other Charges—Letters of Credit 412
Disposal of Objections . . . 415
Sale of Maps 416
Repair of Survey Stations . . 417
Northern India Salt Department—
Receipts 418
Deposits 420
Monthly Statements, etc. . . 421
Charges—Letters of Credit . . 422
Northern Indian Salt Department—*contd.*
Internal Branch Revenue . 425
Bombay Baragora Salt . . . 425A
Meteorological Department . . 426
Civil Veterinary and Horse-breeding Department 432A
Archæological Surveys . . . 434
Geological Survey and Museums . 437
Central Criminal Intelligence Department 439A
Imperial Service Troops . . . } 439B
Imperial Cadet Corps . . . }

Imperial Departments defined.

409. The name "Imperial Department" is here given to certain departments whose operations extend over stveral provinces, and whose accounts it is found convenient to collect under the charge of a single accounting officer, namely, the Comptroller of India Treasuries. Payments to officers of such departments are made under authority from that officer. The following departments are included in this designation:—

Survey of India;
Northern India Salt Department;
Meteorological Department;
~~Civil Veterinary and Horse-breeding Department;~~ (a)
Archæological Surveys;
Geological Survey and Museums;
Central Criminal Intelligence Department;
Imperial Service Troops;
Imperial Cadet Corps.

NOTE.—Receipts on account of Baragora Salt manufactured at Kharagoda in the district of Ahmedabad are finally adjusted in the accounts of the Accountant General, Bombay, but the transactions of the department are otherwise treated like those of Imperial Departments.

Survey of India.

N.B.—In the following rules "Surveyor General" means the account branch of the Surveyor General's Office, whether it is under the Surveyor General's personal charge, or administered by a Deputy or an Assistant under his orders, including the Superintendent, Trigonometrical Surveys.

Provision of Funds.

410. The Surveyor General will, at the beginning of each year, draw up a statement in Form 57, showing the budget estimate for fixed and other charges for survey parties. A limit will be fixed at 20 per cent. above the total budget estimate (without reference to the distribu-

(a) So far as the charges mentioned in Article 432A are concerned.

tion among the various parties), against which payment orders for fixed charges and letters of credit for other charges will be issued by the Comptroller, India Treasuries, on the motion of the Surveyor General, on the understanding that the Surveyor General holds himself responsible that the budget limit is not exceeded in the actual expenditure—excepting, of course, when an excess has been specially sanctioned by Government. If any payment orders or letters of credit, after being once issued, are found not to be required, the Surveyor General will inform the Comptroller of India Treasuries, in order that he may cancel them and not reckon them against the fixed limit.

Fixed Charges—Salary Bills.

411. (*a*) In respect of the salaries and local allowances of gazetted officers and their establishments—herein called "fixed charges"—the Surveyor General will inform the Comptroller, India Treasuries, quarterly of the total authorized amounts payable by Treasury Officers from month to month, together with the names of the treasuries from which they should be made payable. Alterations made by the Surveyor General in his estimates will be notified by the Surveyor General to the Comptroller, India Treasuries, and, through the proper channel, to Treasury Officers. These estimates will lapse at the end of the month next following the quarter for which issued.

(*b*) The Comptroller, India Treasuries, will communicate this estimate of fixed charges to the Accountants General concerned, who will inform the Treasury Officers under them of the amounts payable on account of salaries and establishment bills. Treasury Officers will pay all such bills on presentation, according to the Surveyor General's estimates, and forward them as vouchers with their treasury accounts.

1. Net amounts only will be charged in the treasury accounts, even when payments are made at a treasury in Madras. Adjustments to credit of service funds will be made by the Comptroller, India Treasuries.

2. In cases when a survey party or gazetted officer or an officer in charge of a party is transferred from one province or district to another, and no notice of such transfer has been given by the Accountant General to the Treasury Officer of the latter, the pay-bill of the party or officer may be cashed at the treasury of the district to which it or he is transferred, on presentation of the bill, accompanied by a last-pay certificate. The vouchers will accompany the bi-monthly lists of payments to be forwarded by the Treasury Officers to the Accountants General.

3. When a survey party or officer is detained in a district for a longer time than was originally notified, the Treasury Officer may, on a certificate to that effect from the Officer in charge of the party, cash the bills for fixed charges for one month in addition to the advices he has received.

Other Charges—Letters of Credit.

412. (*a*) For the payment of other charges—namely, travelling allowances of gazetted officers and of establishments and contingent expenditure, officers in charge of parties will be supplied with funds by means of letters of credit issued by the Comptroller, India Treasuries, on application of the Surveyor General in favour of the officer in charge of a specified party. A letter of credit lapses at the end of the month next following the period for which it is issued.

Article 411 (*b*), Note 1, page 186—

Add the following after "Madras" *in the second line:—*

(But see Article 317, Note 2.)

Page 187.—

Insert the following as Article 413A :—

413A. Permanent advances required by officers in charge of Survey parties, etc., will be sanctioned from time to time by the Surveyor General. They will be drawn from treasuries by officers in charge of parties, etc., on simple receipts in the form prescribed in Article 411A, supported by a copy of the Surveyor General's sanction, which should be attested either by the officer himself or by some other gazetted officer.

Page 187, Article 414.—

In the 2nd and 3rd lines of this article delete "Surveyor General" *and substitute* "Administrative officer."

Page 187, Article 415.—

For the words "Surveyor General" *in lines 4 and 5 substitute* "Administrative officer concerned."

[*20th List—2-1-18.*]

Page 187.—

Cancel the headings "Disposal of objections" "Sale of Maps" and "Repair of Survey Stations" above Articles 415, 416 and 417 respectively.

[*20th List—2-1-18.*]

(*b*) The money will be drawn from the treasury, as required, upon receipts signed by the officer in charge of the party, as follows:—

"Received from the officer in charge of the————treasury Rupees (in words), to be accounted for by me to the Comptroller, India Treasuries, in part of letter of credit No.————.

Signed.

(Survey rank.)

Officer in charge of No. Party."

Dated

R

413. A special letter of credit may be applied for in favour of an officer who is organising a party, or conveying it from one place to another. These letters of credit are available for one month from date of issue.

414. A survey officer drawing money under a letter of credit submits a monthly account to the Surveyor General with the contingent and travelling allowance bills. If the Surveyor General approves the account, he will enface it "approved" and sign it. If he raises any objection, he will note the objection in the account, or on an accompanying paper, and take any necessary action. The account itself, thus enfaced, with all vouchers, he will send on to the Comptroller, India Treasuries.

Disposal of Objections.

415. Objections raised by the Comptroller, India Treasuries, in auditing the survey parties' accounts will be communicated in an Objection Statement, one for each party. The Objection Statement will be sent through the Surveyor General, and not direct to the party; and will be similarly returned through the Surveyor General.

Sale of Maps.

416. The agents for the sale of maps of the Survey Department will pay the sale proceeds of the maps into the nearest Government treasury, obtaining receipts. They will forward these receipts to the Surveyor General, who will send to the Comptroller, India Treasuries, every month a list of the payments made, giving the details by treasuries. Treasury Officers will credit the amounts so received as receipts of the Survey Department, on account of the sale proceeds of maps.

Repair of Survey Stations.

417. The Surveyor General has furnished to all District Officers and Political Agents lists of the survey stations of the Great Trigonometrical Survey under their charge, and they are authorized to expend, for the protection of each station, a sum not exceeding on an average R4 a year; outlay in excess of this amount should not be incurred without special authority of the Superintendent, Trigonometrical Surveys. Payment should be made on a receipted bill, accompanied by a separate

receipt. The bill should be sent by the Treasury Officer to the Superintendent, Trigonometrical Surveys at Dehra Dun, who will countersign and transmit it to the Comptroller, India Treasuries: the separate receipt will support the charge in the district accounts.

NOTE.—To facilitate check in the office of the Comptroller of India Treasuries, a note should be made in red ink on the separate receipt of the amount paid on account of each station (when the receipt is in a lump sum), and the date on which it is paid at the treasury should be recorded on the receipted bill.

Northern India Salt Department.

Receipts.

418. The receipt of revenue directly by officers of this department is to be restricted as far as possible; but when any revenue is so received, they are required to pay it into the treasury without any diminution. Each remittance will be entered in a pass-book and accompanied by a chalán, both of which will be receipted by the Treasury Officer or Accountant in accordance with the rules in Chapter 1.

419. Traders and others will pay into any authorised treasury or sub-treasury or into any post office which has been specially appointed in this behalf by the Director General of Posts and Telegraphs, the duty payable on the salt they require, together with its price, the price including the cost of the salt and all charges made in connection with bagging, weighting, loading and despatching it; when payments are made into the treasury direct, they will be credited to the "Northern India Salt Department." The Treasury Officer will send daily an advice of such credits to the Salt Revenue Officer concerned. At the end of each month each Treasury Officer will send to the Salt Revenue Officer concerned a statement in Form 58B of all such receipts brought to account during the month and a check statement in Form 58A. In the case of payments into the Post Office it will receive the money and render the accounts in a similar way to the treasury, but the Post Office will levy from the traders a charge of 2 annas (subject to a minimum fee of 10 annas in respect of each indent) per cent. on the money paid in by them.

Deposits.

420. Money paid in as a deposit will not be credited to the Northern India Salt Revenue Department, but to Revenue Deposits as a deposit of the Salt Revenue Officer; and repayment will be made on repayment orders signed by the officer through whom the credit is made.

Monthly Statements, etc.

421. At the end of every month the Salt Revenue Officer will prepare a consolidated receipt for all the remittances made by him during the month, giving details of heads, and this he will send with his pass-book to the Treasury Officer, who will verify the entries in the pass-book, sign it and the consolidated receipt, and return them to the Salt Revenue Officer. The Treasury Officer will prepare monthly a schedule in Form

59 of revenue received (excluding deposits) and forward it to the Accountant General along with his cash account.

Charges—Letters of Credit.

422. The Commissioner of Northern India Salt Revenue will furnish the Comptroller of India Treasuries at the beginning of each year with a statement showing the sums to be drawn from each treasury by each officer of the department. The Comptroller, India Treasuries, will issue letters of credit accordingly on the several treasuries mentioned.

423. Treasury Officers will record on the letters of credit under their initials the monthly totals of sums drawn against them. The letters of credit lapse at the close of the financial year. At the end of each month the Treasury Officer will furnish the Salt Revenue Officers with a memorandum of payments made during the month.

424. (*a*) Money will be drawn from treasuries on presentation of establishment, travelling allowance, and contingent bills countersigned by the officer named in the letter of credit.

(*b*) Repayment on account of seizure shares of confiscation and double duty will be made on bills countersigned by the Commissioner of Northern India Salt Revenue and receipted by the payee.

(*c*) Money required for expenditure from departmental funds will also be drawn from the treasury on payment orders.

Internal Branch Revenue.

425. Revenue realized by officers of this branch will be remitted at once to the nearest treasury or sub-treasury. A consolidated receipt will be prepared monthly by the Salt Revenue Officer, who will send it with the receipted chaláns to the Treasury Officer for signature and return.

Bombay Baragora Salt.

425A. The duty and other charges for the purchase of Baragora salt may be received at all districts and sub-treasuries of the United Provinces of Agra and Oudh, the Central Provinces, Central India and Rajputana, and should be taken in the treasury accounts to the head of account "Bombay Salt Department." The payments into the treasury should be accompanied by indents in the prescribed form for the quantity of salt to be delivered, and these indents should be submitted by the Treasury Officer daily in original with a covering list to the Superintendent, Salt Department, Kharagoda, Ahmedabad District, Bombay Presidency. At the end of each month, each Treasury Officer will send to the Chief Account Officer of Customs, Salt and Opium, Bombay, a statement in Form 59A of all such receipts brought to account during the month.

NOTE.—The forms for indents and receipts to be granted for money received should be obtained from the Bombay Salt Department.

Imperial Meteorological Department.

426. The expenditure of this department, from the year 1882-83, has been brought upon the General Accounts of India, and does not appear in the Provincial Estimates.

427. The expenditure is classified as follows:—

Reporters, including salaries and allowances of Reporters and their establishments, contingencies connected with their establishments, a separate head of which must be "Cost of service telegrams," both sent and received, paid for by them.

The debit of the Telegraph Department for special local telegraph line also comes under this head.

"Tour Allowances" will be a special sub-head, including cost of journeys of inspection, or to and from hill stations.

Observatories, including (1) allowances to Observers, (2) establishment, (3) local contingencies, (4) cost of observing instruments, whether in the observatories or in the Reporters' offices.

Special Grants: Grants for the cost of special works or undertakings.

428. (*a*) Reporters will draw their bills under the usual rules applicable to Government officers in the Civil Department. Observers will draw bills for their salary or allowance, and for their establishment, under the countersignature of either a Reporter or the local Civil Surgeon or Political Officer who may be in charge of the observatory. Their contingent bills must be countersigned by a Reporter. The contingent bills for observatories in the Central Provinces and Burma will be countersigned by the respective Sanitary Commissioners of those provinces.

(*b*) Bills for unusual expenditure, or for any contingent expenditure exceeding ₹200, or for instruments exceeding ₹50 in value, or for expenditure against the head "Special Grants," must be countersigned by the Reporter to the Government of India.

429. The expenditure in connection with observatories and Reporters (except in Calcutta) will be disbursed by Treasury Officers against letters of credit issued annually from the office of the Comptroller, India Treasuries, upon the motion of the Reporter to the Government of India. These should be applied for in March of each year, in the following form:—

1. Name of Treasury;
2. Credit—in whose favour;
3. Limit of monthly fixed allowances;
4. Limit of contingencies for the year;

Article 428 (*a*), page 190—

For the words "under the.....Political Officer" *in lines 4 and 5 of this article substitute* "under the signature of the local officer"

7th List—15-1-15.

Article 429, page 190—

Substitute the following for this article :—

429. The expenditure in connection with observatories and Reporters will be disbursed by Treasury Officers against letters of credit issued annually from the office of the Comptroller, India Treasuries, upon the motion of the Director General of Observatories. These should be applied for in March of each year in the following form :—

I. Name of Treasury;
II. Credit—in whose favour;
III. Limit of monthly fixed allowances;
IV. Limit of contingencies for the year;

In addition supplementary letters of credit may be applied for by the Director General of Observatories or any other officer of the Meteorological Department authorised to sanction the expenditure. These letters of credit lapse at the close of the financial year for which issued.

8th List—1-4-15.

but further credits will be given in the course of the year, should occasion arise. These letters of credit lapse at the close of the financial year for which issued.

430. Cancelled.

431. Any receipts should be paid into the treasury as receipts of the Meteorological Department.

432. All receipts and expenditure upon the local accounts will be passed to the account with the Government of India.

Civil Veterinary and Horse-breeding Department.

Cancelled

432A. Charges connected with the horse-breeding operations in the United Provinces, the Punjab, Rajputana, Central India, Baluchistan, and the Bacteriological Laboratory at Muktésar are dealt with by the Comptroller, India Treasuries, like those of other Imperial Civil Departments.

See slip

432B. All other charges of the Department are dealt with finally by the Accountant General of the province where they are incurred, the salaries of Provincial Superintendents and educational officers of the department being treated as Imperial charges, and all other charges as Provincial.

433. Charges on account of horse-breeding will be paid on presentation at the treasury of bills setting forth the nature of the expenditure. Establishment bills are drawn only by the Inspector General, his assistants, and the Imperial Bacteriologist, but contingent abstracts may be cashed at the treasury on the signature of District Officers also. Detailed bills for sums drawn during a month must be submitted by all drawing officers to the Inspector General for countersignature.

433A. An annual assignment statement will be furnished by the Inspector General to the Comptroller, India Treasuries, showing the requirements of the Department connected with the horse-breeding operations and the Bacteriological Laboratory, Muktésar, throughout India, both for fixed and contingent charges. The Comptroller, India Treasuries, will issue payment orders direct to the Treasury Officers, for charges payable at the India Treasuries, and will inform the Accountants General and Comptrollers concerned, as soon as possible after the commencement of each year, of the amounts assigned to meet charges at treasuries under their control, including the charges to be adjusted in the local books which will be shown separately.

Archæological Surveys.

434. The following are the circles:—

(1) Bombay (including Bombay, Sind, Nizam's Dominions, Central Provinces, Central India and Rajputana).

(2) Madras (including Madras and Coorg).

(3) Punjab and United Provinces (Punjab, United Provinces of Agra and Oudh, Ajmer, Kashmir and Nepal).

(4) Bengal and Assam (including Bengal and Assam).

(5) North-West Frontier Province and Baluchistan.

(6) Burma.

NOTE.—The charges for Burma are finally adjusted on the local books.

435. Funds are supplied to these circles on letters of credit, which are issued monthly upon the treasuries from which money is required by the Comptroller, India Treasuries, on the application from the Superintendent or Surveyor concerned. These letters of credit lapse at the close of the financial year. Against the funds so placed at their credit, the respective surveyors draw on bills in the prescribed form.

436. All transactions upon the local accounts will be passed to the account with the Government of India.

436A. For works demanding early execution and beyond the financial capacity of Local Governments, an annual provision is made in the India Estimates, out of which the Government of India in the Education Department allot funds to Local Governments and communicate a copy of the orders to the Comptroller, India Treasuries. The expenditure incurred against the allotment will be audited by the Accountant General of the province concerned, and passed on to the Comptroller, India Treasuries, for adjustment against the provision made in the India Estimates.

Geological Survey and Museums.

437. Funds are supplied to the Geological Survey Department by means of payment orders and letters of credit issued monthly by the Comptroller, India Treasuries, on applications received from the Director of the department. These letters of credit lapse at close of the financial year.

438. Before the closing of each month the Director will furnish the Comptroller, India Treasuries, with a memorandum in Form 60 showing the requirements of the department for the ensuing month and the treasuries from which payment is desired.

439. For "fixed charges" the Comptroller, India Treasuries, issues payment orders on the respective local Accountants General and Comptrollers, with a view to the Treasury Officers concerned being instructed to pay the bills of the department on presentation; and for "other charges" he issues letters of credit direct upon the treasuries specified in the memorandum. Against these payment orders and letters of credit, Geological Survey Officers will present bills drawn in the prescribed forms, supporting those for their own salary and fixed allowance with last-pay certificates, and previously obtaining on the others the countersignature of the Director.

NOTE.—Officers in the graded list of the Geological Survey Department are permitted to subscribe to the Forest Officers' Provident Fund.

Central Criminal Intelligence Department.

439A. Expenditure incurred by the Central Criminal Intelligence Department will be disbursed by Treasury Officers on bills presented in the usual way, and included in the bi-monthly accounts. The charges will be passed on to the Comptroller, India Treasuries, by the Provincial Accountants General for adjustment on the India books.

Imperial Service Troops and Imperial Cadet Corps.

439B. The procedure relating to charges incurred by these departments is similar to that prescribed in Article 439A.

Chapter 23.—Forest Department.

Receipts	440	Cheques	447
Payments	445	Forest Officers on Leave	448

Receipts.

440. All sums paid into a treasury by a Forest Officer or on his account should be credited to the Forest Department as "Forest Remittances."

NOTE.—Earnest Money Deposits tendered by contractors or purchasers of forest produce are credited to Revenue Deposits and not to Forest Remittances. No previous authority of a Forest Officer to receive this money is necessary, but the depositor must state the name of the Forest Officer in whose favour he makes the deposit. These deposits may be received at sub-divisional as well as at the head-quarters treasury of a district.

441. All revenue received by Forest Officers is to be paid into the treasury with as little delay as possible. Each remittance will be accompanied by the usual chalán form supplied by Treasury Officers, in duplicate; one copy will form the voucher to the entry in the cash book, and the other will be retained by the Treasury Officer. (Forest Code, Article 104.)

NOTE.—The Government of India have authorized the remittance to treasuries, by means of money orders, of revenue collected at outlying stations. In such cases no duplicate chalán is tendered at the treasury, but the money received from the Post Office is credited without any chalán. The acknowledgment with the coupon of the money order is forwarded by the treasury to the Divisional Forest Officer and also an advice of all the remittances received by money order on each day on which such transactions may occur.

442. (*a*) A Treasury Officer will receive Forest Revenue—

(1) when paid in by a Forest Officer;

(2) when the chalán is countersigned by a Forest Officer;

(3) when the Treasury Officer is specially authorized to receive it. In such cases a copy of the chalán will be forwarded by the Treasury Officer direct to the Divisional Forest Officer in order that the revenue may be brought to account in the books of the latter.

(*b*) Each item of receipt should be shown separately in the schedule (Form 60A) submitted by the Treasury Officer to the Accountant General; and when two or more Forest Officers deal with a treasury, the receipts from each should be shown in separate columns.

443. If funds be wanted for immediate expenditure locally, sums locally received may be so expended; but in all cases the gross amount of revenue received must be promptly remitted to the treasury, which may be done in cash or partly in cash and partly by cheque, or wholly by a cheque drawn against the letter of credit, the amount paid in cash and the amount remitted by cheque being shown separately in the chalán or remittance note. (Forest Code, Article 169.)

444. A consolidated receipt for the Forest Remittances received and credited during the month should be furnished by the Treasury Officer

Pages 194 to 196, Articles 440 to 448, Chapter 23—

Cancel all the references to the Forest Code in this chapter.

[*10th list—1-10-15.*]

on the 1st of the ensuing month to each of the Divisional Forest Officers dealing with his treasury.

Payments.

445. (*a*) Funds are supplied to the Forest Department by means of quarterly letters of credit issued by the Accountant General; against these letters of credit the Forest Officers named therein draw cheques. No charges on account of the Forest Department will be paid otherwise than on cheques so drawn. When civil officers are authorized to incur charges on account of the Forest Department, they will do so as forest disbursers, and apply for letters of credit through the Conservator of the Province or Circle. All letters of credit lapse at the close of the financial year.

(*b*) Cheques paid on account of the Forest Department should be charged to that Department as Forest Remittances.

1.-Letters of credit are issued to officers as holding a certain office, and transfers of divisional charges should be reported by the relieved officer to the Treasury Officers concerned. (Forest Code, Article 192.)

2. Cheques drawn on or before the 31st of March, and presented for payment at the treasury on or before the 30th of April, will be taken by the Treasury Officer against the letter of credit of the official year in which the cheques were drawn. If presented for payment after the 30th of April their amount will be taken against the letter of credit of the year succeeding that in which they were drawn. (Forest Code, Article 192.)

3. Refunds of earnest money deposited by contractors will be made in the same manner as similar deposits in the Military Department. (*Article 472 (a), C. A. C.*)

445A. A Conservator of Forests may, by a written order, empower, by name, any individual officer who holds charge of a Forest Sub-Division or Range, to draw cheques against letters of credit issued in favour of his Divisional Officer to any extent that he may specify, supplying him with a cheque book bearing a different number from that in use by the Divisional Officer, and advising the Treasury Officer thereof.

446. Funds may, if required, be obtained by Forest Officers from the sub-treasuries or tehsils subordinate to the district treasuries on which they hold letters of credit, by means of cheques, which should be distinguished by different numbers and letters from those drawn against the district treasury. The Forest Officer will, in such cases, advise the District Treasury Officer from time to time of the probable amount of his drawings in order that funds may be duly provided, and will communicate to the Sub-Treasury Officer through the District Treasury Officer the number of the cheque book to be used. (Forest Code, Article 196.)

Cheques.

447. An officer who is allowed credit on a Civil Treasury is also supplied with numbered cheque books, and before bringing one into use will advise the Treasury Officer of its number and of the serial numbers of the cheques it contains. No advice of the issue of any cheque need be sent to the treasury; no cheque will be issued for a sum less than R10 and none will hold good for more than three months from the date of issue; cheques presented at a later date, or not bearing the distinguish

ing number advised as in use, should be refused payment. Each cheque paid will be entered in a separate schedule (Form 60B) to be submitted by the Treasury Officer to the Accountant General.

1. The provisions of Article 485 apply, *mutatis mutandis*, in cases of loss of cheques drawn by Forest Officers on civil treasuries.

2. Officers who are furnished with letters of credit may make payments either in cash or by cheque. Cheques should be used as much as possible for large payments, and only for *bonâ fide* local demands against the Government and not for the transfer of funds from one division to another; such transfers of funds can only be made under orders from the Accountant General on application from Conservators. Those officers who have transactions with more than one district treasury will keep a separate cheque book for each. All cheques must be in the handwriting of the officers who draw them, and should have written across them in words, at right angles to the type, a sum a little in excess of that for which they are granted; thus, "under thirty rupees" will mean that the cheque is for a sum not less than ₹20, but less than ₹30; and similarly, "under eight hundred rupees" will mean that it is for less than ₹800, but not less than ₹700. (Forest Code, Article 194.)

3. Cheques will bear printed serial numbers in each book, and the Conservator will supply cheque books in such forms and under such rules as the Accountant General may from time to time direct. All cheque books must be kept under lock and key. (Forest Code, Article 195.)

4. Cheques drawn on sub-treasuries or tehsils will be written both in English and in the vernacular used in the courts of the province in which they are situated. (Forest Code, Article 196.)

Forest Officers on Leave.

448. The leave allowances of Forest Officers on leave in India at a place where there is no disbursing Forest Officer may be paid under the same rule as those of any other gazetted officer, no letter of credit being required. The bills, however, should be charged in the treasury accounts in the same way as Forest cheques.

Page 196 (4), Chapter 23-A, Article 448A—29—

Delete the words "along with cash balance report" *and* "and the Conservator direct" *from the 4th and the 5th lines.*

(21st List—2-4-18.)

Page 196(3), Chapter 23-A, Article 448A—19—

For the words "and a report in Form No. 60-G. sent to the Accountant General" *in the second line substitute* "and a certificate to the effect that it agrees with the computed balance will be given on Form No. 60-I."

(21st List—2-4-18.)

Page 196, Article 447, Note 3—

Substitute the following for this Note :—

Cheque Books bearing printed serial numbers will be supplied by the Accountant-General to Divisional Officers in such forms and under such rules as that officer may from time to time prescribe. All cheque books must be kept under lock and key. (Forest Code, Article 200, 6th Edition).

3rd List—30-9-13.

CIVIL ACCOUNT CODE

VOLUME I.

Seventh Edition (Reprint).

ELEVENTH LIST OF CORRECTIONS.

CHAPTER 23-A, RELATING TO FOREST ACCOUNTS.

15th October 1915.

COMPTROLLER GENERAL'S OFFICE.

Pages 196-197—

Insert the following as a new Chapter numbering it as 23-A :—

Chapter 23-A.—Forest Department : Accounts of Divisional and other Officers.

General . . . 448 A, Paras. 1-15
Accounts of Subordinates and Sub-Divisional officers 448 A, „ 16-17
Accounts of Divisional Forest Officers 448-A, Paras. 18-57

[The rules in this Chapter are not applicable in their entirety to Madras and Bombay.]

General.

448A. This chapter deals with the initial accounts maintained by the Divisional Forest officers and their subordinates and with the accounts rendered by Divisional Forest officers to Accountants-General. The Forest Code published by the Government of India contains the financial powers of the various Forest officers and also the rules for the classification of Forest revenue and expenditure and some of those relating to budget procedure. The procedure to be adopted by Forest officers in dealing with treasuries is to be found in Chapter 23. The rules contained in Part I of this Code also have to be observed by Forest officers, to the extent that they are not modified by the rules in this chapter and in Chapter 23.

Cash Book.

2. Every officer who is authorised to receive and disburse Government money will maintain a cash book (Form No. 60-H,) in which he will enter all money transactions as they occur. Sufficient details will be given in the column " Particulars " to admit of the main points of each transaction being readily ascertained without reference to the detailed vouchers. The cash book will be closed monthly.

3. All receipts, disbursements and charges of whatever sort connected with the public service must be, and no other may be, shown in the cash book.

4. (*i*) The term " Cash " includes currency notes, sovereigns, silver, nickel, bronze and copper coins only.

(*ii*) A cheque received from a private individual in payment for timber, etc., sold should not be treated as " Cash ", and its amount should not be credited in the accounts until it has been cashed. Cheques drawn in favour of the Divisional officer may, however, be considered as cash, while they are in transit to the treasury for realization.

5. The voucher forms peculiar to this department are :—

Form No. 60K—Revenue derived from supplies to Public Departments.

Form No. 60L—Daily labour forms.

Form No. 60M—All other payments.

6. All entries in the cash book must be checked by the disbursing officer as soon as possible after the date of their occurrence, and he must see that all receipts have been properly credited in it and that the payments are supported by vouchers which have been passed by him. The cash book should be initialled under the last entry checked.

7. Every officer who is authorised to receive and disburse Government money will keep a cash chest for the custody of the Government money in his charge, and will keep the key of it in his own possession.

8. The contents of the cash chest must be counted at least once a month and the amount compared with the cash book balance. If any excess or deficit be found an entry of it will be made at once in the cash book and a report will be forwarded to the officer to whom the accounts are submitted.

Muster Rolls.

9. For works executed by labourers on daily or monthly pay, a muster-roll must be kept showing the names of labourers, the number of days they have worked, rate of pay and the amount due to each. An abstract in Form 60L will be submitted to the audit office as a voucher.

10. The nominal muster-roll is the initial record of the labour employed each day on work and must be written up daily by the subordinate deputed for the purpose.

11. Payments on muster-rolls should be made or witnessed by the officer of highest standing available, and he should certify to the payments individually or by groups by a distinctive mark, his initials or signature. The amount paid on each date should be noted in words as well as in figures at the foot of the muster-roll.

Measurement Book.

12. Whenever a work is measured with a view to payments being made, the measurements taken should be systematically recorded in a book called the measurement book, which will form the basis of all accounts of quantities: the description of the work must be lucid so as to admit of easy identification and check.

This rule will not apply to work done on lump sum contract or on daily labour.

13. The pages of the book should be machine-numbered, and no page may be torn out, nor may any entry be erased or effaced so as to be illegible.

14. A reference to the voucher in which the quantities are entered for payment, as well as the date of entry, should be given by an endorsement upon the original entries in the measurement book.

15. No contract certificate or bill should be signed without thus crossing off the connected entry in the measurement book, and the document on which payment is made should invariably bear a reference to the number and page of the book in which the detailed measurements are recorded.

ACCOUNTS OF SUBORDINATES AND SUB-DIVISIONAL OFFICERS.

16. Subordinates are supplied with funds by advances given by the Divisional Forest officers or by Sub-Divisional officers. Sub-Divisional officers are also allowed to draw cheques against Divisional Forest officers' letters-of-credit under the rule in Article 451.

17. These officers will close their cash books on the 27th day of each month, or on such earlier date as may be necessary, in order to ensure that the officer in charge of the Division in which they are serving or in which

their accounts are compiled may receive by the last day of the month, a copy of the cash book with the original vouchers and such other accounts as may be prescribed.

ACCOUNTS OF DIVISIONAL FOREST OFFICERS.

18. The responsibility for the effective check and control of Divisional Forest accounts both in respect of revenue and expenditure rests on the Divisional Forest officers.

Cash Balance Report.

19. The cash balance on hand will be counted on the last day of each month and a report in Form No. 60-G sent to the Accountant-General. The duties of the Divisional Forest officers with respect to the verification of the cash balance are the same as those of the chief revenue officer of a district with respect to the treasury balance (*vide* Articles 335 and 336)—but without the special sanction of the Local Government not more than two months may be allowed to elapse without a personal verification of the balance by the Divisional officer.

Cash book.

20. The cash book of Divisional officers (Form Nos. 60-H and 60-I) shall contain—

(*a*) A detailed record of the daily transactions of the Divisional officer himself, to be written up daily.

(*b*) The revenue realized and expenditure incurred by Sub-Divisional officers or subordinates in totals only, all items other than classified revenue and expenditure will be entered in detail in the Divisional cash book.

(*c*) Recoveries of service payments will be credited in detail on the debtor side of the Divisional cash book.

21. If a recovery of a service payment is effected before the close of the year in which the item was charged in the accounts, the amount recovered will be entered under the Head "Recoveries of Service payments" on the debtor side of the daily cash book and will not be paid into the treasury as revenue but retained as part of the Divisional cash balance. It will be entered in Form 60-P forwarded to the Accountant-General and the Conservator as a minus entry in red ink under the sub-head to which the amount was originally charged, and the net total of Form 60-P, after deducting the recovery, will be entered on the creditor side of the monthly cash account forwarded to the Accountant-General. If a recovery of a service payment is effected after the close of the year in which the item was charged in the accounts, the amount will be credited as miscellaneous revenue under "V b. Refunds" and paid into the treasury accordingly.

Excess charges on account of pay should usually be recovered by deduction from the pay bill next disbursed after the receipt of the Objection Statement from the Accountant-General. If the recovery is effected in the same year in which the overcharge is incurred, the net amount only of the bill will be charged in account and the amount deducted noted in the "Remarks" column of the classified abstract of expenditure. (Form No. 60 P.)

22. All items of revenue must be fully detailed; the forest from which the revenue is realized, the person who pays it, and the articles and quantities removed, should be stated whenever the information is available.

23. When revenue on account of timber or other forest produce is paid in advance, the amounts will be at once credited to the appropriate sub-heads in the cash book.

24. (*i*) Officers in charge of divisions will send to the Conservator, so as to reach him by the 1st day of the last month in each quarter, applications (Form No. 60 C.) for the letters of credit required by them during the ensuing quarter.

(*ii*) The Conservator will frame from them an application in Form No. 60 D. for the requirements of the province or circle and submit it to the Accountant-General. Advice of the letters of credit should reach the officers for whose use they are intended before the commencement of the new quarter. Subsequent transfers of credits from one treasury to another can be made only on application through the Conservator of Forests.

25. In the case of a cheque being cancelled, the amount will be charged on the creditor side as a "Cancelled Cheque," and the cancelled cheque will be forwarded with the cash account as a voucher. If the expenditure in payment of which the cancelled cheque was drawn has been charged against the appropriate budget head, and it is intended that the cancellation of the cheque shall be a reversal of that payment the amount of that cheque will be treated as a cash recovery of a service payment and entered in the accounts in the manner prescribed in para. 22, the amount of the cancelled cheque being entered on the creditor side of the cash book. But if a fresh cheque be immediately issued in lieu of the cancelled cheque, the amount of the latter will be entered as above on the creditor side of the cash book as a cancelled cheque and the fresh cheque will be shown on the debtor side of the cash book, the number and date of the cheque in lieu of which it is drawn being quoted in the entry. There will be no fresh charge against the head of service originally debited.

26. A lost cheque will be treated in the accounts in all respects like a cancelled cheque, the treasury certificate of non-payment being forwarded as a voucher in support of the entry of cancellation on the creditor side of the cash account.

27. The date of a lapsed cheque may not be altered. A fresh cheque should be issued, the lapsed cheque being cancelled and treated as directed in paragraph 25.

28. An account current with each treasury will be kept in Form 60 E, in a book by every officer holding a letter of credit, in which will be entered on one side the credits granted, and on the other the cheques with number, date, name of person in whose favour and purpose for which drawn. The account for each treasury on which a credit is held will be entered on a separate page. This book will be balanced quarterly and signed. In this way it will always be seen how the balance of each letter of credit stands at any time, and mistakes in overdrawing money will be avoided.

29. In the same book will also be kept a monthly register of cheques drawn from all treasuries in which the officer holds letters of credit (Form No. 60 F) a copy of which will be submitted on the last day of the month along with cash balance report to the Accountant-General and the Conservator direct.

Salaries, Establishment and Travelling Allowance.

30. The general rules regarding the preparation of salary, establishment and travelling allowance bills will apply to the Forest Department with this difference that the Divisional Forest officers will also discharge the functions the Treasury Officer discharges in the case of other bills as the Divisional Forest officer himself pays the bills of the Forest Department. The following are some of the rules peculiar to the Forest Department.

31. If any non-gazetted officer is allowed leave of any kind or is placed under suspension or is transferred, promoted, reduced, or discharged, or if any new appointment is made during the month, the number and date of the officer's order making the change should be entered in the "Remarks" column of the establishment bill Form No. 6, against the name of the employé to whom the order relates.

32. All changes in the *personnel* of establishments, and the grant of all leave to subordinate employés, sanctioned by Conservators as well as by those Divisional officers who in certain provinces have been authorised to exercise such powers should be intimated by the sanctioning authority to the Accountant-General in Forms Nos. 60 J and 60 JJ.

NOTE.—The Accountant General or Comptroller may with the approval of the L. G. introduce the forms of absentee statements prescribed in Articles 60 and 60 A in lieu of the forms specified in this rule.

33. Salaries and travelling allowances due to officers on their transfer to another circle or division and paid after their arrival, will be paid from and charged against the Budget grant of the Division to which they have been transferred.

Works Accounts.

34. Works requiring sanction of an authority higher than the Divisional Forest officer shall not be commenced until the sanction has been accorded.

35. All sanctions of works will be numbered consecutively by the Conservator for each financial year and they will be communicated by him to the audit officer in monthly lists.

36. The expenditure incurred on such works will be entered in detail in a register in Form No. 60 R and when the expenditure for the month on a work is posted in Form No. 60 P for submission to the audit officer expenditure to the end of the previous month should be entered in the "Remarks" column.

37. On the completion of any such work a completion report exhibiting the amount sanctioned and actually expended in the same details as in the monthly accounts will be submitted through the account officer to the Conservator. In the case of works sanctioned by the Local Government or the Government of India the completion reports will be submitted to Government.

38. When a contract of work is of sufficient magnitude to require a written agreement, care must be taken to frame such agreements so that, in the event of a dispute, they could be maintained in a court of law. Care must also be taken that the document is stamped and, if necessary, registered according to the law in force for the time being.

Advances to Contractors.

39. Advances to contractors should be given in exceptional cases only when no other arrangements can be made for carrying on the work. When an advance is made to a contractor, security must be taken, if possible, for its summary recovery in the event of its not being adjusted by work done. The amount advanced must be charged in the cash book under "Forest Advances" and will be supported by the payee's receipt on voucher Form No. 60 M. All entries of advances on both sides of the cash book must be made in red ink.

40. When an advance is recovered (wholly or partially) from a contractor either by work done or in cash, the amount recovered will be credited in the cash book under "Forest Advances" and the numbers and dates of the items in which the advances so recovered were orginally charged will be quoted in the entry on the debtor side. If the recovery is the value of work done, such value will be charged *per contra* to the appropriate budget sub-head in the cash book, and the charge will be supported by a voucher detailing the work done and the rates, which will be signed by the contractor to show that he acknowledges the correctness of the credit given in his ledger account.

Advances to Disbursers.

41. Advances to disbursers will be treated in the accounts like advances to contractors.

The opening and closing cash balances in the cash account of each subordinate must agree with the balances shown as outstanding against him in the Divisional ledger at the commencement and the close of each month.

The ledger account is to be maintained by the Divisional officer only. Any advances made by Sub-Divisional officers and subordinates are to be shown in their accounts, which will be incorporated in the usual course in the Divisional account, and thus in the Divisional ledger.

Ledger.

42. A ledger will be maintained in Form No. 60 N for all accounts with contractors and disbursers. On the debtor side will be entered all payments made to them; and on the creditor side the amount of all bills passed to their credit and all sums repaid by them in cash. The ledger account is a running account with each contractor and disburser, from which the amount due by him or to him can always be easily ascertained.

43. Only one account is opened with each disburser. In the case of a contractor a fresh account is opened whenever a first advance is made to him for a separate work. Each item charged in the cash book under "Forest Advances" is posted in the ledger; and when any work is accepted as having been done by a contractor, or any account supported by the necessary vouchers is accepted from a disburser, the amount covered by work done, or expenditure incurred, is set off against the amount due from the contractor or disburser, as shown in his account in the ledger.

44. The account of each contractor and disburser should be balanced and signed by the Divisional officer on the last day of each month in which any transaction takes place, unless the Conservator directs that this should be done at other stated intervals.

45. The pages in the ledger will be numbered consecutively, and there will be an index to the accounts it contains. Each new account opened will bear a

number which will be appropriated to that particular account until it is finally closed. The number will be given to the accounts in the ledger in consecutive order as they are opened, and will run on in a continuous sequence through successive years.

46. An abstract of the contractors' and disbursers' ledger accounts (Form No. 60 O) will be submitted with the monthly accounts. In this monthly abstract will be shown in consecutive order first the contractors' accounts and then the disbursers' accounts. The columns in Form No. 60 O will be totalled separately for contractors' and disbursers' accounts, and grand totals of all accounts will be given at the foot of the abstract.

47. The abstracts from the contractors' and disbursers' ledger (Form No. 60 O) for March in each year will be accompanied by a brief statement explaining the circumstances under which each item outstanding for more than twelve months remains unadjusted, and the steps which have been taken with a view to its early clearance.

Monthly Accounts.

48. Divisional officers will render the following accounts to the Accountant-General. They should be despatched as a rule on or before the 5th of the following month, and only for special reasons should despatch be delayed later than the 15th of each month. If despatched on a later date, an explanation of the cause of delay must invariably be forwarded on the 15th to the Accountant-General.

(1) A monthly cash account in Form No. 60 I, showing in lump sums for the month—

(*a*) All items of revenue and expenditure which have been entered in detail and credited or debited to budget sub-heads in the Divisional officer's cash book, or in the accounts of the disbursers subordinate to him.

(*b*) All cheques drawn.

(*c*) All revenue remitted to treasuries.

(*d*) All recoveries from and advances made to contractors and disbursers for which separate returns (Forms Nos. 60 N & 60 O) are submitted.

All other items of receipt or charge should be entered in detail.

The Divisional officer must sign a certificate at the foot of the cash account to the effect that, with the exception of items on accounts of cash recoveries of service payments duly noted in the cash book but not shown in the cash account, the lump sums shown agree with the details in the cash book and also with other subsidiary returns concerned. When the Divisional officer signs the cash accounts while on tour and cannot give in the required certificate, this should be furnished separately as soon as he returns to headquarters.

The following documents will be submitted with the monthly cash account :—

(*a*) Classified abstract of revenue and expenditure (Form No. 60 P), in which the items will be classified in accordance with the prescribed budget sub-heads, in such detail as may be required by the Accountant-General.

A certificate in the following form will be attached to each classified abstract of expenditure, and will be signed by the Divisional officer :—

"I certify that (so far as I have been able to ascertain by an examination of the accounts and vouchers and by personal inspection of the works carried out which I have been able to visit) the expenditure charged in this account could not, with due regard to the interests of the Government service, be avoided. I have satisfied myself that the charges entered in this account have been really paid. Vouchers for all sums above Rs. 25 in amount, and all sums paid for refunds, salaries and travelling allowances of both permanent and temporary establishments, advances, and for all items adjusted by book-transfer with other Departments, are attached to the account. I have, as far as possible, obtained vouchers for other sums, and am personally responsible that they have been so destroyed that they cannot be used again."

(*b*) All the vouchers referred to in the certificate under clause (*a*), those pertaining to each sub-division or range being given a distinguishing letter in addition to their numbers.

(*c*) Vouchers for each item of payment [including treasury receipts for revenue paid in] entered in the monthly cash account (Form No. 60 I).

(2) Monthly schedule of remittances of revenue to treasuries (Form No. 60 Q), with the consolidated treasury receipts. The entries in this statement should show each item of remittance separately, and reference to these items should invariably be made against the entries, in the last column of the consolidated treasury receipt.

49. Rules have been laid down in para. 17 above for the submission of the sub-divisional monthly accounts in time to enable the preparation of the divisional monthly accounts on the due date. If they do not reach the Divisional officer in time to be incorporated in the accounts of the month to which they refer, they will be shown in the following month. In the case of the accounts of March in each year, the Divisional officer should keep open his accounts until receipt of all the accounts of Rangers and other disbursers, in order that all receipts and payments taking place within the official year may, without exception, be brought into the accounts of the year. The Divisional officer must satisfy himself that the above accounts have been truly and accurately incorporated.

50. On the same day on which the accounts are sent to the Accountant-General, the monthly abstract of contractors' and disbursers' ledger (Form No. 60 O) with vouchers will be submitted, in original, by Divisional officers to the Conservator.

51. In addition to the cash accounts, such accounts of revenue, due and outstanding and of timber transactions will be submitted by the Divisional officer as the Accountant-General may from time to time direct. Copies of all such directions will be forwarded by the Accountant-General to Conservators.

52. The remittance of advances to disbursers by postal money orders may be authorised by the Local Government, wherever convenient, under such rules as may be deemed necessary. In such cases a post office receipt, with inland money order acknowledgment, will suffice as a payment voucher.

53. All revenue and expenditure must be recorded at once in the accounts of the Division within which it is collected or incurred, without reference to its origin or object, and no interdivisional adjustments are allowed. When revenue is collected or expenditure incurred in one Division on account of another, a note should be made outside the accounts if the information is required for departmental purposes.

This Article applies only to transactions between divisions in the same circle of a province. In the case of transactions between divisions in different circles of the same province, adjustment should be made to enable the results of the working of forests in each circle to be accurately ascertained.

Note.—Interdivisional adjustments are allowed in the case of advances of pay, travelling allowances, etc., made to officers on transfer from one division to another.

Duties of Conservators.

54. (i) The duties of the Conservator with regard to the accounts of Forest expenditure are to exercise a strict control over the whole outlay for Conservancy and Works and to examine the charges on account of travelling allowance and contingencies.

(*ii*) The Conservator is specially required to control the adjustment of advances.

(*iii*) Under the authority of the Local Government, the Conservator, during his absence from headquarters, may delegate all or a portion of his duties with regard to the control of the accounts to the gazetted officer in charge of his office.

(*iv*) All letters which issue from the Conservator's office sanctioning expenditure or appointments must be signed by the Conservator himself or by the gazetted officer in charge of his office but not by the Head Clerk or other office employé.

55. The Conservator, on receipt of the monthly abstracts of the contractors' and disbursers' ledger (para. 50 above) will forward it after making therefrom such notes for information and guidance as might appear to him desirable or necessary, but *within ten days of its receipt,* to the Accountant-General in whose office it will then be retained.

As soon as the Divisional classified abstracts of revenue and expenditure (Form No. 60 P) are received in the Conservator's office, they will be carefully examined, and the Conservator will notify to the Accountant-General in Form No. 60 S, any items which he considers open to objection or which are wrongly classified. The Conservator may also address Divisional officers direct regarding any items on which he requires further information.

Objections.

56. The Objection Statement of the Forest Department will be prepared in Form Nos. 60 S and 60 T (the latter being used in those account offices in which the system of combined objection book and objection statement is in force) and forwarded to the Divisional officer concerned for necessary action. The statement (in original) will be returned within a week of its receipt by the Divisional officer to the Accountant General through the Conservator who will note all corrections and alterations in his copy of the Divisional Classified Abstracts of Revenue and Expenditure

57. A list will be forwarded by the Accountant General to the Conservator each month showing the dates on which the objection statements were sent to each Divisional office. The list will be completed and sent back to the Accountant General by the Conservator after all the Objection Statements for the month have been returned.

[*11th list, 15-10-15.*]

Chapter 24.—Public Works Department.

Letters of Credit	449	P. W. Receipts	460
Cheques and Cheque Books	451	Monument Endowment Fees	465
Subordinates	452	C. E. Provident Fund	466
Sub-Treasuries	454	Expenditure and Receipts by Civil Officers	467
Payments at Branch Bank	456	Government Securities	468 A
Pass Book and Verification	457		

Letters of Credit.

449. Funds will be supplied to the Public Works Department by means of letters of credit (Form 61). The amount of each letter of credit is to be posted in the column of "balance" in the register of cheques paid (Form 62) (and in the Executive Engineer's separate pass book when sent to be written up), as the limit up to which the officers named therein may draw cheques. The cheques themselves should be charged in the treasury accounts only when they are actually paid (see Article 451). The paid cheques will be sent up by Treasury Officers in support of the debits in their accounts, accompanied by a covering list working up to the total debit. The covering list should show (1) Serial No.; (2) No. of the cheque; (3) Amount of the cheque.

NOTE.—The balance of a letter of credit does not lapse at the end of the official year; but if such balance is not operated on in the meantime, it will lapse six months after the expiration of the financial year in which the letter of credit was issued.

450. If a letter of credit miscarry, or be delayed, and the Executive Engineer thereby run short of funds, he may be allowed to draw funds within the limit of the expected letter of credit, on producing a notice from the Examiner of Public Works Accounts that the required authority has been issued, but the Treasury Officer will at once report the circumstance by telegraph to the Provincial Accountant General. An Executive Engineer can be furnished with funds only by letter of credit, and only under the above-stated circumstances in anticipation of its arrival.

NOTE.—It has been settled with the Presidency Banks that their Agents shall be guided by this rule when Government treasuries bank with their branches.

Cheques and Cheque Books.

451. The Executive Engineer will obtain money solely by cheques against his letter of credit. He is supplied with numbered cheque books, and before bringing one into use will advise the Treasury Officer of its number for record in the register of cheques paid. No advice of the issue of a cheque need be sent to the treasury; none will be issued for a sum less than R10 and none will hold good for more than three months from the date of issue; any presented at a later date, or not bearing the distinguishing number of the book advised as in use, should be refused payment. Before order for payment is passed, the cheque should be compared with the register (Form 62) to ascertain that the account is

not overdrawn, and that the cheque really came from the book notified as in use by the drawer. The cheques should then be entered in the register and passed for payment. The register provides a separate column for each Executive Engineer having a letter of credit on the treasury, and a column is set apart for noting the balance available after each payment. Care should, of course, be taken that the figures in the balance column do not in any way pass into the daily total, which is the sum of the payment columns only.

1. Each payment entered in the register (and also each letter of credit added to the available balance under Article 449) must be attested by the Treasury Officer's initials.

2. In the case of payments at a branch bank or at a sub-treasury, it will be sufficient to enter in the register the daily total paid by each treasury and to note the balance available after each such entry.

3. The rule that a cheque will not hold good for more than three months from the date of issue, applies also to cheques issued by Guaranteed and Subsidised Railway Companies provided with funds by credits on Government treasuries.

4. The cheques should have written across them, in words, at right angles to the type, a sum a little in excess of that for which they are granted: thus, "under thirty rupees" will mean that the cheque is for a sum not less than ₹20, but less than ₹30; and similarly "under eight hundred rupees" will mean that it is for less than ₹800, but not less than ₹700.

See alsp

5.

Public Works Subordinates.

452. An Executive Engineer may empower any of his sub-divisional officers to draw cheques against his own letter of credit to any extent that he may specify, supplying him with a cheque book bearing a different number from his own, and, of course, advising the Treasury Officer thereof.

NOTE.—Separate letters of credit for such sub-divisional officers should not be opened either at the head or at a sub-treasury; the Executive Engineer gives a letter of authority only and the cheques drawn and paid under his authority will be charged off in the same way as if drawn by himself. His letter of authority should be dealt with on the plan described in Article 315.

453. When funds are required for a subordinate at a different treasury from that with which the Executive Engineer himself banks, the latter should obtain a letter of credit on that treasury, and then empower his subordinate to draw against it. Funds should not be made available for such a purpose by means of remittance transfer receipts.

Payments at Sub-Treasuries.

454. Funds may be obtained by an Executive Engineer, or his sub-divisional officers, from tehsils or sub-treasuries, by means of cheques, which must be distinguished from those drawn on the head treasury by the use of different numbers and letters. Advice of the number of the cheque book to be used will be communicated to the Sub-Treasury Officer through the Treasury Officer. To avoid inconvenience, it has been arranged that the Executive Engineer shall send the necessary notice of the number of a new cheque book before the old one is exhausted; but in case of necessity he may notify the number of the new book to the Treasury Officer, and directly to the officer in charge of the sub-treasury simultaneously.

Page 198, Article 451—

Insert the following note under this article numbering it as 5 :—

5. The provisions of Article 485 apply, *mutatis mutandis*, in cases of loss of cheques drawn by Public Works officers on civil treasuries.

2nd List—1-6-13.

1. It has been ordered that the Public Works Department shall use bi-lingual cheques in drawing upon any sub-treasury or tehsil, the Treasury Officer in charge of which is ignorant of the English language.

455. The Executive Engineer should warn the Treasury Officer from time to time of the extent to which he will desire to draw on any tehsil or sub-treasury, in order that funds may, as far as is convenient, be provided. But the district officer must judge how far this system can, in any particular case, be extended, and the Accountant General must not permit any extension of it which will cause extra expense, direct or indirect, by the locking-up of funds in sub-treasuries, or any radical change in the character of these offices, which are collecting depôts, and not disbursing treasuries.

Payments at a Branch Bank.

456. When a branch of a Presidency Bank conducts the duties of a Government treasury, the letter of credit may be passed on to the bank if the Executive Engineer requires funds only at head-quarters; but if he requires funds both at the head-quarters and at a sub-treasury, the Treasury Officer will retain the letter of credit, and will provide funds at the sub-treasury, advising the bank of the amount to be placed to credit of the Executive Engineer at head-quarters.

Pass-Book and Verification.

457. The amount of each cheque paid must be recorded also in a pass book (Form 63), which will remain with the Executive Engineer, and be sent by him periodically to be written up by the Treasury Officer from the register of cheques paid, details of cheques paid at a branch bank or at a sub-treasury being taken from the daily sheets. Nothing is to be credited in the register or in the Executive Engineer's pass book except the letters of credit.

NOTE.—An Executive Engineer at the head-quarters station should send his pass book to be written up every week; that of an Executive Engineer at a distance may be forwarded at longer intervals, but the dates should be fixed. An Executive Engineer, having banking accounts with two treasuries, will, of course, have two pass books.

458. At the end of every month the Treasury Officer will furnish the Executive Engineer with a certificate of balance as follows:—

I hereby certify that the undrawn balance of A. B., Executive Engineer——————
——————at the end of——————
——————190 is R——————

459. Payments on account of compensation for lands taken up for public purposes and miscellaneous payments by civil officers (Article 467) may be debited direct in the cash book.

Receipts from Public Works Department.

460. No deposit account can be opened in a civil treasury by officers of the Public Works Department; whatever sums are paid into a treasury by a Public Works Officer, or on his account, must be carried to the credit of that department in the civil accounts.

1. When any work is to be carried out by the Public Works Department for any municipality, the municipality will pay in advance the gross estimated expenditure to the Executive Engineer, who in his accounts will treat the amount as a deposit and proceed under departmental rules; no record of the deposit will be found in the civil accounts. Or, if the Public Works Department of the province prefers, the municipality may pay the money direct into the treasury, where it will be credited to the Public Works Department. In the case of Incorporated Local Funds, such a procedure would be inadmissible, as the transactions of these must be brought directly on the accounts; the expenditure incurred in the Public Works Department would be charged by the Accountant General against the local fund concerned.

2. Expenditure by the Public Works Department chargeable to an Excluded Local Fund should be dealt with like that on account of a municipality, that is, the cost should be recovered beforehand and placed in deposit, and the expenditure charged against it. Such expenditure should not, except by previous arrangement, be debited through the Exchange Account.

461. The Executive Engineer will keep a book separate from his pass book, in which he will enter all his remittances to the treasury; this book should accompany the cash and be receipted by the Accountant and Treasurer when the remittance is under ₹500, by the Treasury Officer when it exceeds that amount. At the end of the month a consolidated receipt for the whole of the remittances made during that period should be prepared by the Executive Engineer, and sent with the remittance book to the Treasury Officer, who, after verifying the entries, will sign the book and the receipt, and return them to that officer. The Executive Engineer will retain the book, while he will attach the consolidated receipt to his accounts as a voucher.

1. The consolidated receipt will be signed by the Treasury Officer, however small its amount may be.

2. A separate chalán is also required for record in the treasury, and will be drawn up in the Executive Engineer's office and presented with the remittance book and the cash.

3. Surplus cash refunded by civil officers from advances for works made to them by an Executive Engineer will be separately credited in the cash account.

4. The remittance book is not adapted for the case of remittances made to Presidency Banks of cheques paid in as Railway or other Public Works receipts. In these cases the entry should be made in the remittance book, but in the place for the treasury receipt should be entered "By Bank cheques," and the book need not be sent with the remittance, provided that the cheques are always endorsed "Pay to the Bank of————" or "Credit account of Government."

462. All receipts on account of the Public Works Department must be recorded in a register, from which an extract will be made in Form 64 and sent to the Accountant General with the cash account; and the consolidated receipt must be signed after comparison with the total of this register.

463. The Treasury Officer should arrange to have a monthly settlement very early in the month with the Executive Engineer, the first step being to have the pass book written up.

464. (*a*) In the case of open lines of State Railway, remittances of cash are made by the Accounts Officer of the Railway, as far as possible daily, and generally in considerable amounts. Each remittance is sent under cover of a special form (State Railway Form No. C. O. 15) tendered in duplicate, giving full particulars of the remittance. The money will be received in the treasury according to the procedure laid down in Article 308, and the acknowledgment for it will be given by the Treasury Officer writing in words at the foot of the form the amount received, and

Article 467, page 201—

Substitute the following for this article:—

467. The following rules, which regulate Public Works receipts and expenditure by civil officers acting as Public Works disbursers, are extracted from Chapter XIII of the Public Works Code, Volume II, Seventh Edition (1907):—

1458. All expenditure on Public Works, whether imperial or provincial, incurred by officers not belonging to the Public Works Department against the grant for "Public Works in charge of Public Works officers," will be audited by and brought on to the books of the Examiner. Such officers act as disbursers, for the Public Works Department, and whatever their status may be otherwise, they are termed "Civil Officers" in this connection.

1459. The rules in this section are not applicable to charges for petty construction and repair, which are adjusted by Civil Accountants General against the budget grants of the departments concerned; nor are they applicable to Public Works ferry and road receipts and

charges collected and paid on account of local funds by civil officers without reference to the Public Works Department; nor to owners' rates; nor to cemetery receipts and charges collected and paid by civil officers. (Receipts on account of military cemeteries are, however, creditable to the Public Works Department.) Charges and receipts of these classes are recorded in the civil accounts under the head "Public Works in charge of Civil Officers" and are brought direct into the Public Works portion of the Finance and Revenue Accounts of the Government of India by the Accountant General, Public Works Department, from accounts rendered to him by Civil Accountants General.

1460. The only sources from which "Civil Officers" may be placed in funds for the purpose stated in paragraph 1458 are the following :—

(1) By letters of credit issued by Civil Accountant General on the application of the Examiner of Public Works Accounts of the province.

(2) Through an Executive Engineer named by the Local Government or Administration as laid down for sub-divisional officers in paragraph 1139.

(3) They may, at the discretion of the Local Government or Administration, be appointed imprest-holders under Executive Engineers, and render accounts to the officers from whom they hold imprests in accordance with the rules of the Public Works Department for imprest accounts.

1461. Officers in charge of civil treasuries are strictly prohibited from issuing any money for such disbursements, except against letters of credit issued in favour of the civil officers or the Executive Engineer named by the Local Government or Administration. The Executive Engineer's written authority will always be required before any cheque can be drawn against his letter of credit.

1462. The Civil Accountant General will take measures to stop and to recover any payments which may have been irregularly made from the general funds in the treasury on works which are chargeable to the departmental part of the Public Works grant.

1463. The Local Government or Administration in passing the estimate for a work to be executed or in giving authority for land to be taken up by a civil officer, will, at the same time, determine how the funds are to be supplied, and the civil officer will apply to the Examiner or the Executive Engineer for the credits he may require. The Examiner or Executive Engineer will, at the time that he arranges for a letter of credit, furnish the civil officer with a cheque book to draw against it.

1464. The civil officers' requisition for funds should be submitted to the Examiner or Executive Engineer by the 8th of the month preceding that for which the advances are required.

1465. The civil officer will send up a brief monthly abstract of receipts and disbursements (Form No. 55B), showing total cash received and total expenditure on each work in progress. Vouchers will be sent for all payments in excess of R10 each, except for service postage stamps, whether purchased for postage of State telegrams, also cash payments when made in exceptional cases for State telegrams (accompanied by the certificate referred to in paragraph 1089, Volume I) and establishment charges. This account will be sent direct to the Examiner if the funds were supplied by him; but it will be forwarded through the Executive Engineer if the funds were drawn against his letter of credit. In the latter case the Executive Engineer will embody the cheques drawn by the civil officer in his own accounts; the civil officer's expenditure will not, however, be incorporated in his accounts, but the amount of cheques drawn will be charged to the head "Transfers of the Public Works Department, Divisional, Civil Officers."

1466. A bill in (Form No. 55A) will be prepared by the civil officer on completion of each original work, and an annual bill for the repairs executed during the year, which will be submitted to the Examiner, either direct or through the Executive Engineer, for final audit.

1469. Public Works revenue or other receipts realised by civil officers carrying out Public Works must not be expended but paid into the treasury to the credit of the Public Works Departments, the receipt and payments being recorded in the monthly abstract of receipts and disbursements. These receipts and payments into treasury will not be dealt with by Executive Engineers in cases where civil officers' accounts pass through their offices. The amounts involved will be taken to account by the Examiner in disposing of the civil officers' accounts.

returning one of the forms to the Accounts Officer of the line, the other being retained in the treasury.

(*b*) At the close of each month the Examiner of Accounts of each State Railway will forward to the Treasury Officer concerned for signature a consolidated receipt for all the sums paid into the treasury during the month. The daily receipts will not be returned to the treasury.

Monument Endowment Fees.

465. Monument Endowment Fees are paid into the treasury by Executive Engineers with a remittance note in the special form prescribed in the Government of India, Home Department, No. 247, dated 7th June 1901. They will be credited in the Public Works Department receipt register and reported in Form 64 in all necessary detail.

Civil Engineers' Provident Fund.

466. A subscriber to the Civil Engineers' Provident Fund, who is not on the books of any Examiner, but receives his allowance either from the Civil Department or from a Local Fund or a Foreign State, may, if he has already been admitted as a depositor, pay his contributions either in cash into the nearest treasury, or, if he is paid by the Civil Department, by deduction from his salary bill. He must, in either case, specify the number of his account. His contributions will be passed on by the Civil Accountant General to the Examiner of Public Works Accounts of the province, except in "India," where they will be passed on to the Examiner of Accounts, State Railway Stores.

NOTE.—An officer of this class who has not already been admitted must apply for admission (and assignment of number) to the Examiner, State Railway Stores.

Expenditure and Receipts by Civil Officers.

467. The following rules, which regulate Public Works receipts and expenditure by civil officers acting as Public Works disbursers, are extracted from Chapter XIII, Public Works Department Code, Volume I (Articles 1631 to 1643):—

1631. All expenditure on Public Works, whether imperial, provincial or local, incurred by officers not belonging to the Public Works Department against the grant for "Public Works in charge of Public Works officers," will be audited by and brought on to the books of the Examiner. Such officers act as disbursers for the Public Works Department, and whatever their status may be otherwise, they are termed "Civil Officers" in this connection.

1632. The rules in this section are not applicable to charges for petty construction and repair, which are adjusted by Civil Accountants General against the budget grants of the departments concerned; nor are they applicable to Public Works ferry and road receipts and charges collected and paid on account of local funds by civil officers without reference to the Public Works Department; nor to owners' rates; nor to cemetery receipts and charges collected and paid by civil officers. (Receipts on account of military cemetery are however creditable to the Public Works Department.) Charges and receipts of these classes are recorded in the civil accounts under the head "Public Works in charge of Civil Officers" and are brought direct into the Public Works portion of the Finance and Revenue Account of the Government of India by the Accountant General, Public Works Department, from accounts rendered to him by Civil Accountants General.

1633. The only sources from which "Civil Officers" may be placed in funds for the purpose stated in paragraph 1631 are the following :—

(1) By letters of credit issued by the Civil Accountant General on the application of the Examiner of Public Works Accounts of the province.

(2) Through an Executive Engineer named by the Local Government or Administration as laid down in Articles 452 and 453 of the Civil Account Code (Volume I) and paragraph 1307 of the Public Works Department Code.

(3) They may, at the discretion of the Local Government or Administration, be appointed imprest-holders under Executive Engineers, and render accounts to the officers from whom they hold imprests in accordance with the rules of the Public Works Department for imprest accounts.

1634. Officers in charge of civil treasuries are strictly prohibited from issuing any money for such disbursements, except against letters of credit issued in favour of the civil officers or the Executive Engineer named by the Local Government or Administration. The Executive Engineer's written authority will always be required before any cheque can be drawn against his letter of credit.

1635. The Civil Accountant General will take measures to stop, and to recover any payments which may have been irregularly made from the general funds in the treasury on works which are chargeable to the departmental part of the Public Works grant.

1636. The Local Government or Administration in passing the estimate for a work to be executed or in giving authority for land to be taken up by a civil officer, will, at the same time, determine how the funds are to be supplied, and the civil officer will apply to the Examiner or the Executive Engineer for the credits he may require. The Examiner or Executive Engineer will, at the time that he arranges for a letter of credit, furnish the civil officer with a cheque book to draw against it.

1637. The civil officer's requisition for funds should be submitted to the Examiner or Executive Engineer by the 8th of the month preceding that for which the advances are required.

1638. The civil officer will send up a brief monthly abstract of receipts and disbursements (Form No. 55B), showing total cash received and total expenditure on each work in progress. Vouchers will be sent for all payments in excess of R10 each, except for service labels, telegrams and establishment charges. This account will be sent direct to the Examiner if the funds were supplied by him; but it will be forwarded through the Executive Engineer if the funds were drawn against his letter of credit. In the latter case the Executive Engineer will embody the cheques drawn by the civil officers in his own accounts; the civil officer's expenditure will not, however, be incorporated in his accounts, but the amount of cheques drawn will be charged to the head "Transfers of the Public Works Department, Divisional, Civil Officers."

1639. A bill (Form No. 55A) will be prepared by the civil officer on completion of each original work, and an annual bill for the repairs executed during the year, which will be submitted to the Examiner, either direct or through the Executive Engineer, for final audit.

* * * * * * * * *

1643. Public Works revenue or other receipts realised by civil officers carrying out Public Works must not be expended but paid into the treasury to the credit of the Public Works Department, the receipts and payments being recorded in the monthly abstract of receipts and disbursements. These receipts and payments into treasury will not be dealt with by Executive Engineers in cases where civil officers' accounts pass through their offices. The amounts involved will be taken to account by the Examiner in disposing of the civil officers' accounts.

468. All receipts from cemeteries by civil officers must be paid in gross into the treasury and credited direct in the cash book or through a register. Amounts paid in on account of military cemeteries should also be received for credit to Public Works Department.

Government Securities.

468A. Rules for the custody of Government securities will be found in Chapter 11 of this Code.

Page 203, Article 469—

In the Army form under this article substitute (a) for the words "Circle" "Division" and insert the following above the Note thereto :—

(*a*) Here enter, as the case may require, one of the following :—

Controller of Military Accounts, Northern Circle.	(for transactions affecting 1st (Peshawar), 2nd (Rawalpindi), 3rd (Lahore) Divisions and Kohat, Bannu and Derajat Brigades).

Article 469, page 203—

For the list of Military Account offices as introduced by the 3rd List of corrections substitute the following:—

Controller of Military Accounts, 1st (Peshawar) Division.	.....
Controller of Military Accounts, 2nd (Rawalpindi) Division.	For transactions affecting 2nd (Rawalpindi) Division and Kohat and Bannu Brigades.
Controller of Military Accounts, 3rd (Lahore) Division.	For transactions affecting 3rd (Lahore) Division and Derajat Brigade.
Controller of Military Accounts, 4th (Quetta) Division.	.....
Controller of Military Accounts, 5th (Mhow) Division.	.....
Controller of Military Accounts, 6th (Poona) Division.	For transactions affecting 6th (Poona) Division and Aden Brigade.
Controller of Military Accounts, 7th (Meerut) Division.	.....
Controller of Military Accounts, 8th (Lucknow) Division.	.....
Controller of Military Accounts, 9th (Secunderabad) Division.	.....
Controller of Military Accounts, Burma Division.	.....
Controller of Military Supply Accounts .	For transactions affecting the Supply Circle.
Controller of Marine Accounts . . .	For transactions affecting the Royal Indian Marine Department.

Article 470, page 203 (as amended by the 3rd List of corrections)—

Omit "The Deputy Controller of Military Accounts" *and for* "The Examiner of Military (including Supply and Marine) Accounts" *substitute* "The Assistant Audit Officers, Military (including Supply and Marine Accounts)."

Omit "The Deputy Examiner.....of Account Section."

For "The Controller of Military (including Supply and Marine) Accounts. The Divisional Disbursing Officer (Military Accounts Department), and The Assistant Director of Ordnance Stores," *substitute* "The Controllers of Military (including Supply and Marine) Accounts, The Divisional Disbursing Officers (Military Accounts Department), and The Assistant Directors of Ordnance Stores" respectively.

Pages 203 and 204, Article 470—

Substitute the following for this Article:—

The following is a list of Departmental officers who are authorised to grant receivable orders:—

~~The Controller of Military (including Supply and Marine) Accounts.~~

~~The Deputy Controller of Military Accounts.~~

The Examiners of Military (including Supply and Marine) Accounts.

The Divisional Disbursing Officer (Military Accounts Department).

~~The Deputy Examiner or Assistant Controller of Military (including Supply) Accounts in charge of Accounts section.~~

The Director, Royal Indian Marine.

The Deputy Director, Royal Indian Marine.

The Chief Accountant, Royal Indian Marine Dockyard, Bombay.

The Embarkation Staff Officers, Bombay and Karachi.

The Superintendents, Army Clothing Factories.

The Superintendents of Remount Depôts.

The Medical Store-keepers to Government.

The Officers in charge of Grass Farms.

Remount and Purchasing Agents.

Superintendents of Ordnance Factories.

Inspectors and Assistant Inspectors of Ordnance Inspection Section.

Controller of Military Accounts, Eastern Circle.	(for transactions affecting 7th (Meerut) and 8th (Lucknow) Divisions.
Controller of Military Accounts, Western Circle.	(for transactions affecting 4th (Quetta), 5th (Mhow) and 6th (Poona) Divisions and Aden Brigade.
Controller of ~~Military Supply Accounts~~ .	(for transactions affecting supply circle).
Deputy Controller of Military Accounts .	In independent charge.
	Secunderabad Division
	~~Burma~~
Controller of Marine Accounts . . .	(for transactions affecting the Royal Indian Marine Department).

3rd List—30-9-13.

The Proof Officer in charge of the Proof and Experimental Branch, Balasore.

The Director of Ordnance Factories.

~~The Assistant Director of Ordnance Stores.~~ [illegible]

Officers (Commissioned or Warrant) in charge of Arsenals or Ordnance Depôts.

Departmental officers with Honorary rank, Warrant Non-Commissioned Officers in supply and transport charge at outposts.

Cantonment Magistrates.

The Government Inspector of Army Boots, Cawnpore.

The Superintendents, Army Remount Department—Horse-breeding circles.

Officers of the Supply and Transport Corps.

Officers in charge of Pensioners, Madras, Trivandrum and Trichur.

Pension Paymasters, Madras, Bangalore, Secunderabad, and Bolarum.

Officers and others in charge of Military dairy farms.

NOTE.—The above list should be strictly adhered to by Treasury Officers in accepting money from or on behalf of the Military Department.

3rd List—30-9-13.

Chapter 25.—Military Department.

Receipts	469	Emergent Payments	492
Deposits	472	Marine Department Payments	495
Deceased Officer's Estates	473	Miscellaneous Payments	498
Family Remittances	474	Payments to Men on Leave	502
Commission Duty	476	Payments to Pensioners	503
Assignments for Payments	477	Old Military Fund Pensions	504
Cheques	482	Treasury Accounts	505
Advances	487	Government Securities	506

Military Receipts.

469. Except in the case of earnest-money deposits [see Article 472 (*a*)] cash tendered at a civil treasury by a military officer on account of the Military Department must be accompanied by an order, in India Army Form A507, issued by one of the officers mentioned in Article 470 in the following form a stock of which is kept by them; on this authority the Treasury Officer will accept the money, credit it as a military receipt, and give the receipt to the person who pays the money:—

Please receive from———————or order the sum of R———————on account of———————and credit the amount as a military departmental receipt, pertaining to the $\frac{\text{Circle}}{\text{Division}}$.

No.———

Dated———

Designation of Officer.

NOTE.—Recoveries made by civil authorities on account of the Military Department may be paid into the treasury without an order authorising their receipt.

470. The following is a list of Departmental Officers who are authorised to grant receivable orders:—

The Controller of Military (including Supply and Marine) Accounts.
The Deputy Controller of Military Accounts.
The Examiners of Military (including Supply) Accounts.
The Divisional Disbursing Officers.
Military Accounts Department.
The Deputy Examiner or Assistant Controller of Military (including Supply) Accounts in charge of Accounts Section.
The Embarkation Staff Officers, Bombay and Karachi.
The Superintendents, Army Clothing Factories.
The Superintendents of Remount Depôts.
The Medical Store-keepers to Government.
The Agent for Government Consignments.
Officers in charge of Grass Farms.
Remount and Purchasing Agents.
Superintendents of Ordnance Factories.
Officers (commissioned or warrant) in charge of Arsenals or Ordnance Depôts.
Honorary Commissioned, Warrant Non-Commissioned Officers in Supply and Transport charge at out-posts.

Cantonment Magistrates.
The Government Inspector, Army Boot Factory, Cawnpore.
The Superintendents, Army Remount Department, Horse-breeding Circles.
Officers of the Supply and Transport Corps.
Officers in charge of pensioners, Madras, Bangalore, Secunderabad, Bolarum, Trivandrum and Trichur.
Officers and others in charge, Military Dairy Farms.

NOTE.—The above list should be strictly adhered to by treasury officers in accepting money from or on behalf of the Military Department.

471. For money paid into the civil treasury on any military account, the Treasury Officer (or, if the amount is less than 500 rupees, the Accountant and the Treasurer) will give an acknowledgment, in the following form:—

Cash Receipt—Military Department.

Received from——————the sum of R———, which will be credited in my schedule of military receipts, appertaining to the $\frac{\text{Circle}}{\text{Division}}$.

R———.

Treasury Officer.

Station————,

Date————.

NOTE 1.—All money paid into a treasury on account of the Military Department should be accompanied by a receivable order, signed by one of the officers named in the list under Article 470 of the Civil Account Code, except in the case of recoveries made by civil authorities, *vide* Note to Article 469.

NOTE 2.—The depositor should forward this receipt without delay to the officer issuing the receivable order (through the Supply Officer in the case of sums deposited on account of articles demanded on second class payment requisitions) to enable him to pass it on at once to his Account Officer for *adjustment after noting full particulars of the credit thereon.*

Deposits.

472. Deposits of the Military Department are of two kinds—

(*a*) *Earnest money Deposits, made by intending tenderers.*—For these no previous permission is required, but the depositor must state the name of the military officer in whose favour he makes the deposit and that name must be stated on the receipt given by the treasury. These deposits will be refunded under the authority of an order endorsed by the said military officer upon the receipt. The transactions will be recorded as Revenue Deposits, and it must be borne in mind that no part repayment of earnest-money can ever be made.

NOTE.—If the military officer requests that the deposit, instead of being refunded, be carried to credit of Government, he will return the receipt with this direction, whereupon the Treasury Officer will endorse it "Pay by transfer credit to Military," charge it off on this voucher and credit the amount as a Miscellaneous Military Receipt.

(*b*) *Other Deposits.*—These will be received only under the written authority prescribed in Article 469, and they can be repaid only by cheques drawn against the assignments. These are to be credited in the schedule of military receipts.

Page 204, Article 471—

In the cash receipt form under this Article substitute (a) for the words "*Circle*" / "*Division*" *and insert the following above Note 1 thereto:—*

(*a*) Here enter the Military Accounts offices specified in the receivable orders, *vide* Article 469.

Article 473, page 205—

After the words "Military Department" *in the 2nd line of the Treasury receipt form insert the following:—*

(*a*) **Division.**
(*b*) *Vide* note (*a*) under Article 469.

Page 205, Chapter 25, Article 473 Note—

Substitute the following for the note under this article :—

NOTE.—The surplus of the estates of deceased persons and of the property of deserters subject to the Indian Army Act (Act VIII of 1911), is remitted by the Military Department to the Comptroller, India Treasuries.

2nd List—1-6-13.

Article 477, page 205—

In lines 3, 4 and 5, for the words "Controller of Military Accounts .....Independent Charge" *substitute* "Controllers of Military Accounts and the Controller of Military Supply Accounts."

Article 477, Note, page 205—

For the words "Deputy Controller of Military Accounts, 6th (Poona) Division" *substitute* "the Controller of Military Accounts, 6th (Poona) Division."

Deceased Officer's Estates.

473. The following form of receipt must be used when cash is tendered by Presidents of Committees of Adjustment of estates of deceased officers and men:—

Estates of deceased officers and soldiers.

CIVIL TREASURY (*or* BANK OF BENGAL AT)————————

Dated————*the*————*190*——

Received from————————, President, Committee of Adjustment, the sum of R————————, to be placed to credit of Military Department on account of estate of————of the————regiment————

In charge of Treasury.

NOTE.—The surplus of the estates of deceased persons subject to the Indian Articles of War (Act XII of 1894), and of the property of deserters, is, however, remitted by the Military Department to the Comptroller, India Treasuries, in the Eastern and Northern Circles and the Burma Division, or the Accountants General of Bombay and Madras in the Western Circle and Secunderabad Division, respectively.

Family Remittances.

474. The system under which family remittances were made through the Government Account by military officers has been discontinued under Government of India, Finance Department, Resolution No. 3624-A., dated 18th August 1893, except in cases where this course is inconsistent with the terms of any contract of service.

475. Cancelled.

Commission Duty.

476. Cancelled.

Assignments for Payments.

477. Funds will be placed at the disposal of military disbursing officers by annual assignment estimates in their favour issued to Treasury Officers by the local Accountant General on the application of the ~~Controller of Military Accounts, Controller of Military Supply Accounts and Deputy Controller of Military Accounts in independent charge.~~ The probable cash requirements of each officer for each month are specified in these assignments. All military disbursing officers may arrange in direct communication with the local Civil Accountants General for the transfer of their cash assignments from one treasury to another except in cases in which the transfer of funds is desired in favour of another disbursing officer.

NOTE.—Pay and contingent bills of military officers and establishments at Aden not serving regimentally may be paid by the Treasury Officer, Aden, the bills being forwarded weekly to the ~~Deputy~~ Controller of Military Accounts, 6th (Poona) Division. Detailed instructions, as regards the preparation and countersignature of bills, etc., are contained in local orders.

478. Payments will be made by Treasury Officers against these assignments, provided that the disbursements made in any month, added to the payments already made in the previous months of the year, do not exceed the amount for which provision has been made up to that period in the annual estimate.

1. For example, if the total provision of funds from April to November, inclusive, be at the rate of one lakh of rupees per month, or eight lakhs in the aggregate, and the amount drawn up to October be only six lakhs, the difference (or two lakhs) may be drawn in November.

2. The amount of remittance transfer receipts drawn by Military Account Officers (Article 397) will not be taken against the amount of their annual assignments.

479. The balance of the assignment unpaid on the last day of the year will lapse, except as regards cheques drawn before but paid after the end of the year, the amounts of which will be taken against the balance of the assignment of the year in which the cheques were drawn, the excess, if any, being treated as an overdrawal of the previous year and reported to the authorities concerned.

480. (*a*) When, during the currency of the annual assignment, a native regiment or battery is moved from its station to another station, the officer commanding may draw on any day the sum required to complete the regimental payment of the month and to meet any necessary payments on the public service *en route*. The Treasury Officer on receipt of the cheque will issue the cash applied for and grant one or more public service transfer receipts in favour of the drawing officer for such sum or sums as may be required at any station *en route*.

(*b*) The officer commanding will also apply to the Treasury Officer for a certificate specifying the full amount paid from the treasury within the official year for the service of the regiment or battery, and forward it to the local Accountant General in a letter showing—

(1) the station at which the regiment or battery is likely to be while *en route* on the first of each month following;
(2) the sums required to be issued on those dates for the service of the regiment or battery;
(3) the amount to be transferred to the treasury at the destination of the regiment or battery.

NOTE.—After the grant of the certificate the Treasury Officer should make no more payments.

(*c*) The Accountant General will, on receipt of this letter, grant a credit on the civil treasury nearest to which the regiment or battery is likely to be on the first of each month, and transfer the balance of the assignment to the treasury at the destination of the regiment or battery, informing the ~~Controller of Military Accounts or Deputy Controller of Military Accounts in independent charge.~~ [illegible]

(*d*) If the regiment or battery is proceeding to another province, the Accountant General of the province from which the regiment or battery is departing, after stating on the certificate the balance of the assignment then available for the regiment or battery, will communicate the particulars in the same form to the Accountant General of the province to which the regiment or battery is proceeding, in view to the required credits on civil treasuries in that province being granted, and the necessary information submitted to the Controller of Military Accounts or Deputy Controller of Military Accounts in independent charge.

NOTE.—The assignments or portions of assignments in favour of disbursing officers, Supply and Transport Corps, and other departmental military disbursing officers may be transferred under the rule from one treasury to another on the application of the military disbursing officer, and the certificate of the Treasury Officer.

Article 480 (*c*) and (*d*), page 206.

For the words "Controller of Military Accounts.....Independent Charge" *substitute* "Controller of Military Accounts."

Article 481, page 207—

For the words "Controller of Military Accounts.....Independent Charge" *substitute* "Controller of Military Accounts."

481. When a regiment or battery is moved from a station where there is a military treasure chest to a station where there is a civil treasury, or *vice versâ*, the Divisional Disbursing Officer in the case of a British unit or commanding officer in the case of a native unit will obtain from the Treasury Officer or military chest officer, as the case may be, a certificate specifying the full amount paid from the treasury or treasure chest within the official year and forward it with an application for transfer of assignment to the ~~Controller of Military Accounts, or Deputy Controller of Military Accounts in independent charge~~.

Cheques.

482. A military disbursing officer, who is allowed an annual assignment on a civil treasury, will draw against it exclusively by cheques in the prescribed form, which will be payable at any time within three months after the month of issue, and will be forwarded as vouchers in support of the charges in the treasury account. No cheque is to be drawn for a less sum than ten rupees for payment at stations where the military disbursing officer concerned is located or for a sum less than R1 at other stations. No advice of the issue of a cheque is necessary.

1. Thus, a cheque bearing date any time in January is payable at any time up to 30th April.

2. A disbursing officer, Supply and Transport Corps, may empower any of his subordinate officers to draw cheques against his own cash assignment to any extent that he may specify; he should at the same time advise the Treasury Officer concerned of his action.

483. The issues of cash from civil treasuries to officers commanding British units will be made weekly on cheques which will be signed by the Divisional Disbursing Officer. As prescribed in Article 478, the total payments on cheques during any month should not exceed the month's assignments plus the undrawn balance, if any, of previous months of the year.

NOTE.—Divisional Disbursing Officers, for payment of claims of regiments in their payment at the following stations which are situated at a distance from the treasuries on which the regiments are dependent for funds, are allowed to draw as many cheques as are required upon the treasuries named against them :—

Station.	Treasury.
Dinapore	Patna.
Barrackpur Dum-Dum	Calcutta.
Lebong	Darjeeling.
Umballa	Umballa.
Mean Meer	Lahore.
Kolabagh Khyagully Baragully Ghora Dakka Thobba	Rawal Pindi.
Solon Dugshai Subathoo	Simla.
Bolarum Trimulgherry	Hyderabad.
Mhow Neemuch	Indore.
Sirur Kirkee	Poona.

Station.	Treasury.
Kamptee	Nagpore.
Cherat	Peshawar. Z lan Sub-Div. Nowshera.
Chaubuttia	Ranikhet Sub-Div.

484. Officers commanding native regiments of cavalry and infantry, batteries of artillery, the head-quarters sappers and miners, and detached companies of sappers and miners, will draw but one cheque in the beginning of the month for the amount due on the general state of accounts for the preceding month; but if, after the monthly cheque has been drawn, an emergency arises requiring the supply of further funds for the payment of detachments, advances of pay to officers leaving the corps, or other distinctly authorized purposes, additional cheques may be drawn for such purposes so long as the assignment is not overdrawn.

NOTE.—A wing of a regiment detached to a considerable distance from its head-quarters and for long periods may, under authority of the Controller of Military Accounts or Deputy Controller of Military Accounts ~~in independent charge, be treated as a regiment~~.

485. If a disbursing officer be informed that a cheque drawn by him has been lost, he may address the Treasury Officer drawn on, forwarding for signature a certificate in the accompanying form.* If, after search through the lists of cheques paid, the Treasury Officer finds that the cheque has not been cashed, he will sign and return the certificate, taking care to note the stoppage of the cheque, a board showing the particulars of stopped cheques being hung up before the clerk who examines military cheques. If the original cheque be presented afterwards, the Treasury Officer will refuse payment and return the cheque to the person presenting it after writing across it "Payment stopped." The military disbursing officer will enter in his account the original cheque as cancelled (in order that the Military Account Department may write back the credit it has already given to the Civil Department), and may issue another.

* Certified that the cheque No. , dated , for R reported by the (*military disbursing officer*) to have been drawn by him on this treasury in favour of , has not been paid, and will not be paid if presented hereafter.

TREASURY,

The——————*190* .

Treasury Officer.

486. Cancelled.

Advances.

487. In cases of emergency, when delay in applying for a supplementary assignment would be productive of inconvenience to the public service, military disbursing officers in need of funds over and above the amount which they may draw under Article 478, may obtain an additional credit on a civil treasury on the authority of a station or district order. Such credit must not be applied for except in cases of actual necessity, and the circumstances must, in every case, be reported to the Controller of Military Accounts (~~including Supply) or Deputy Controller of Military Accounts in independent charge~~. Payments against

Note to Article 484, page 208—

For the words "Controller of Military Accounts.....Independent Charge" *substitute* "Controllers of Military Accounts."

Page 208, Article 486.—

Insert the following as article 486 :—

486. In order to ensure that no inconvenience is caused to civil account officers in determining the particular military account division or office against which debits should be raised for sums paid by civil treasuries on account of military transactions, each officer who draws money by issuing a cheque, remittance transfer receipt, etc., as a military disbursement, should state on the cheque or other document the particular military account division or office against which the amounts should be debited, special care being taken to indicate the correct allocation.

[*20th List—2-1-18.*]

Article 487, page 208—

For the words "Controller of.....Independent Charge" *substitute* "Controller of Military Accounts" *or* "Controller of Military Supply Accounts"

Page 209, Article 488.—

Insert the following at the end of Rule 2 under this article:—

The Divisional, Brigade or Station Order authorising a Treasury officer to make an advance of pay, travelling allowance, etc., should also indicate the particular Controller of Military Accounts to whom the payment should be debited for adjustment. (See also Article 486).

[20th List—2-1-18.]

Page 209, Article 488—

Add the following as an exception under this Article :—

"EXCEPTION.—In the case of emergent advances drawn at Calcutta, Madras or Bombay, the receipts should be presented at the office of the Accountant General, who will then issue Cheques on the Presidency Bank."

6th list—1-8-14

Article 488, page 209—

In lines 9 and 10, for the words "Military Controller..... independent charge" *substitute* "Controller of Military Accounts" *or* "Controller of Military Supply Accounts."

Article 491, page 209—

Eliminate from "through" *in line 3 to end of article and substitute* "in communication with the Controller, Military Supply Accounts or Divisional Disbursing Officers."

Article 492, page 209—

For the words " Controller of.....charge " *substitute* " Controller of Military Accounts "

advances so obtained will be made on cheques in the ordinary form, and will be charged in the treasury accounts in the same way.

NOTE.—Emergent advances to regimental officers serving with native regiments, if required to be made under this rule, can only be made through the commanding officer of the regiment, who will draw the amounts by cheques supported by the authority of a station order.

488. Emergent advances to military officers (exclusive of those attached to native regiments) on account of pay and allowances will be made only on the authority of divisional head-quarters or station orders, or under special instructions of Government. Receipts for such advances will be taken in duplicate, and will be marked "emergent," and the divisional head-quarters or station order, or a reference to the letter directing the advance, must be furnished in each case to support the charge. One receipt, with one copy of the station order, should be transmitted to the ~~Military Controller or Deputy Controller in independent charge~~ concerned, *on the very day* on which the advance is made, the other copy of the receipt, with another copy of the order, being the voucher with the account.

1. This rules provides for advances to officers temporarily detached from their regiment on duty or leave, either in regard to their own pay and allowances, or to meet the requirements of troops; the payment will be made direct to them by the Treasury Officer on the authority of the station order.

2. The station order authorising an emergent advance under this rule will specify the name and the office of the officer to whom the advance is authorised; no advance will be made unless these details are given.

489. In every case when an advance is made on the authority of a station or district order, under the provisions of Articles 487 and 488, the Treasury Officer should, on the same day, send a letter of advice to the officer who authorised the advance in station or district order.

NOTE.—All extracts from or copies of station orders which are intended for presentation at the treasury should, when practicable, be signed by the officer on whose responsibility the orders are issued. As this may not always be possible or convenient, specimen of signature of officers who may be authorised to sign true copies of such orders should be forwarded to the Treasury Officers concerned to enable them to compare signatures on the extracts or copies with the specimen.

490. Advances of pay cannot be made by Treasury Officers to regimental officers on leave in India, even on the authority of a district or station order; such officers must make arrangements with their disbursing officers for the remittance of their pay during their absence on leave.

491. Treasury Officers will on no account receive cash from military officers in re-imbursement of advances made from their treasuries, as such advances should be adjusted by the officers receiving them ~~through the general states and pay abstracts of their regiments, or in communication with Deputy Controllers, Examiners of Military Accounts or Divisional Disbursing~~ Officers.

Emergent Payments for Troops on Active Service.

492. It may possibly happen that for troops on active service, payments not provided for in these rules may be necessary. In such cases, the fact of the payment must be reported immediately to the Controller of Military Accounts ~~or Deputy Controller of Military Accounts in independent charge~~ concerned, as in the case of emergent advances.

493. In the same way, in time of war civil officers may be directed to incur expenditure for the Military Department in procuring or collecting baggage animals or supplies, or in other ways; in such case the civil officer should at once report to the Controller of Military Accounts (~~including Supply~~) or Deputy Controller of Military Accounts ~~in independent charge~~ the best estimate he can form of the amount he will expend and the probable time during which his payments will be made. It is very necessary, too, that all claims thus incurred should be promptly paid.

N.B.—It must be thoroughly understood that such estimates are only to be considered as a check upon the complete estimates furnished to the Military Department by the authority under whose requisition these supplies or services are demanded.

494. (*a*) Every payment made by a civil officer on account of animals or stores purchased for the Military Department should be supported by—

(1) the payee's receipt, and

(2) the receipt of the purchasing officer to whom the animals or stores are handed over, in which receipt should be specified; in the case of animals, the depôt roll on which they will be accounted for; and in the case of stores, the Supply and Transport return in which they will be brought to account.

(*b*) When there is no representative of the Military Department to whom the animals or stores can be handed over, the civil officer should furnish proof that he has made them over to the railway authorities at the point of transmission for despatch to their destination, the proof being a certified copy of the acknowledgment of their receipt by the station master or other responsible officer of the railway.

Marine Department Payments.

495. Payments for Marine Services to commanders of Indian Government vessels are made on receipts in duplicate, and not by cheque. The Treasury Officer will at once forward the original receipt to the Controller of Marine Accounts, Calcutta, and retain the duplicate to support the debit in his accounts—see Article 138. Payments for other Marine Services are made on cheques issued against assignments granted to the Director and Deputy Director of the Royal Indian Marine and the Examiner of Marine Accounts.

496. Bills for the hire of Transports, and for coal, stores, etc., supplied to the Marine Department, should be forwarded direct to the Controller of Marine Accounts, Calcutta, who after audit will issue cheques for the amounts payable at the Bank of Bengal, Calcutta, or the Bank of Bombay, as the case may be. A list of cheques paid will be furnished to the Controller by the Accountants General, Bengal and Bombay, monthly, with their Exchange Accounts, as also a list of all other payments made by the Presidency Audit Department of their offices on account of the Imperial Marine Department, accompanied by vouchers for such payments.

497. Pensions to men of the Imperial Marine Department will be paid by the Civil Department and debited to Imperial Marine.

Article 493, page 210—

For the words "Controller of.....charge" *substitute* "Controller of Military Accounts" *or* "the Controller of Military Supply Accounts"

Page 211, Article 499—

At the end of para. 1 of the article add :—

A similar procedure is observed in the case of payments made to contractors and others in settlement of their claims against these ships, the bills being drawn in favour of the contractors and endorsed by them in favour of the Secretary of State before they are presented for encashment at the Treasury.

2nd List—1-6-13.

Miscellaneous Payments.

498. Disbursements for the purchase of, and compensation for, lands taken for military purposes, and for compensation for loss of crops and damage to lands, require to be vouched by the bills and receipts of the payees and the original authorities (or certified extracts therefrom) under which the expenditure is incurred.

499. Funds are supplied to His Majesty's ships on the East Indian station by means of bills drawn, in duplicate, by the Account Officers of the ships on the Accountant General of the Navy, London, at the official rate of 1*s.* 4*d.* per rupee and endorsed in favour of the Secretary of State for India. Such bills should be cashed at treasuries and forwarded on the date of payment to the Accountant General of the Province concerned for transmission to the Comptroller General after incorporation of the debit in the London account. —

See clip.

When stores are supplied or work done for such ships, Navy bills in duplicate drawn on the Accountant General of the Navy, London, at the official rate of exchange should be obtained in settlement of the amount due for such stores or work. These bills should not be cashed at treasuries, but should be endorsed "Pay to the Accountant General, India Office, London," and forwarded, together with supporting vouchers, (*e.g.*, receipts signed by the responsible officers of the ships for stores supplied), on the date of payment to the Accountant General with a covering letter for transmission to the Controller of Marine Accounts, Calcutta.

500. Vouchers in support of payments of rents in military cantonments and other recurring charges of a similar nature should contain a reference to the authority under which each payment is made, and should be forwarded in original.

NOTE.—The Military Department will not pay to the Civil Department rent for resumed free land included in a cantonment.

501. A civil officer required to supply carriage to troops on the march will advance to the owners half the hire for the whole journey and on making over the carriage to the military authorities will recover from the requisitioning Supply and Transport Officer the amount so advanced. If the advance cannot conveniently be drawn from the permanent advance of the civil officer, an abstract bill may be drawn on the treasury, the amount of the bill and the subsequent recovery being taken to the head "Advances Recoverable."

NOTE.—Similarly when a civil officer is required to supply articles to troops on the march in cases where the articles are perishable, *e.g.*, sheep, fowls, eggs, milk, or where shops cannot be opened at the encamping ground, he will himself purchase the provisions indented for, meeting the cost from his permanent advance or drawing it on an abstract bill.

Payments to Men on Leave.

502. Payments to men on leave are arranged for by their commanding officers by remittance transfer receipts, irrespective of the army to which they belong and the Presidency in which they reside while on leave.

Payments to Pensioners, etc.

503. Payments to native military pensioners, when made through the Civil Department, are made as follows:—

(1) By the Treasury Officer, who is furnished with a descriptive roll and a parchment certificate for each pensioner, on receipt of which he will enter the necessary particulars in a check register, and retain the documents till the first payment of the pension is made. After making this first payment, he will hand over the parchment certificate to the pensioner, who should be warned to ask for it, and attach the descriptive roll to the treasury list of payments. These rolls will then be received by the Controller from the Civil Accountant General in support of the debits in the Civil Exchange Accounts.

NOTE 1.—Native military pensioners, who are resident in the town of Madras, are paid by the Pension Paymaster, Madras.

NOTE 2.—Further detailed instructions are given by the Accountant General or Comptroller in respect of these payments.

(2) Native military pensioners are also paid by military officers and by the Post Office under departmental rules.

503A. Payments are also made by Treasury Officers to the classes noted below under instructions from the Controllers of Military Accounts ~~and Deputy Controllers in independent charge~~:—

(1) British Army reservists.

(2) Pensioners other than native military pensioners.

(3) Widows and children in receipt of capitation, subsistence and orphan allowances.

Old Military Fund Pensions.

504. (*a*) Pensions derived from the old Military Orphan and Medical Funds are paid by Treasury Officers on warrants in India Army Form A324, over-stamped in prominent type with the words "Chargeable to Civil Department" and issued on civil treasuries by the Controller of Military Accounts, ~~Eastern Circle~~, who deals with the accounts of the funds concerned without regard to the ~~circle~~ in which the pensioner may be residing.

(*b*) Payments in connection with the above funds on account of (1) establishment and contingent bills of the Upper Orphan School, (2) benefits received by wards, such as marriage dowries, passage-money, etc., (3) passage-money of widows and other miscellaneous charges, are also made by treasury officers. Letters of advice on the Treasury Officers concerned will be issued to the payees, and on the same day the passed bills will be transmitted to the Treasury Officers with a forwarding memorandum showing the numbers and dates of letters of advice. Both letters of advice and bill should be enfaced "Debitable to Civil Department," and will form the voucher for the payment, to be submitted to the Accountant General.

Page 212, Article 503.

Substitute the following for Clause (1) of this Article:—

(1) By the Treasury Officer, who is furnished with a descriptive-roll and a parchment certificate for each pensioner, on receipt of which he will enter the necessary particulars in a check register, and retain the documents. After the first payment of the pension is made, he will hand over the parchment certificate to the pensioner, who should be warned to ask for it. The descriptive-roll should be retained so long as the pensioner continues to draw his pension from the Treasury.

14th List—1-7-16.

Article 503A, line 3, page 212—

Omit the words "and Deputy.....charge."

Article 504 (*a*), page 212—

For the words "Controller of Military Accounts, Eastern Circle" *in lines 4 and 5 substitute* "Controller of Military Supply Accounts"

In the 6th line for the word "circle" *substitute the word* "division"

Page 212, Article 504—

Add the following at the end of clause (a):—

Pensioners who reside at stations where there are no civil treasuries may be allowed to draw their pensions from local Military Treasure chests, in which case the charges will be debited to the Civil Department through the exchange accounts.

2nd List—1-6-18.

(c) The payment should not be included in the military schedules, but be entered in a separate register. The total payments will be entered in the bi-monthly lists of payments and will be supported by the vouchers with a covering schedule.

NOTE.—Pensions of widows and orphans payable in India from the Indian Military Service Family Pension Fund are paid by Civil Treasury Officers on warrants issued by Controllers of Military Accounts on civil treasuries.

Treasury Accounts.

505. The receipts and payments of the Military Department will be entered in the treasury in schedules (Forms 65, 66, and 67). The monthly totals of the receipt schedules pass into the cash account, while the bi-monthly totals of the payment schedules pass into the lists of payments. A copy of the receipt schedule should accompany the cash account, and a copy of the payment schedules, one for military cheques and transfer receipts and one for miscellaneous payments, with vouchers should be forwarded to the Accountant General with each list of payments.

NOTE.—A cash remittance made, under special orders, to a military treasure chest, is to be entered in the column for "cheques against assignments."

Government Securities.

506. Rules for the custody of Government securities will be found in Chapter 11 of this Code.

507. Cancelled.

Post and Telegraph

Chapter 26.—Post-Office. Postal section

Treasury Pass Book	508	Money Orders in favour of the District Officer	518A
Receipts	509	Postal Transactions with Native States	518B
Letters of Credit	511	Post Office Registers	519
Supplementary Telegraphic Credits	512A	Monthly Verification	520
Payments against Letters of Credit	513	Stamps	522
Lapse of Letters of Credit	517A		
Revenue Money Orders	518		

Treasury Pass Book.

508. Each Head Office keeps for each treasury with which it deals a separate Treasury Pass Book, which contains a complete record of all sums received from or paid into the treasury (whether in cash or by transfer) by itself or any of its sub-offices. If the Head Office is at head-quarters, this book accompanies all remittances to or demands on the treasury, and is attested by the Treasury Officer in respect of the Head Office transactions as they occur, and in respect of the sub-treasury transaction after verification with the credits and debits communicated in the Sub-Treasury Accounts. If the Head Office has dealings with a sub-treasury only, the pass book is not attested by the Treasury Officer, as it would have to be transmitted by post, which would be inconvenient.

NOTE.—When a postmaster has a sub-post office under him, which has transactions with a sub-treasury in another district, he will keep two Treasury Pass Books, one with the local Sudder treasury and the second with the treasury of the other district under which the sub-treasury is.

Receipts.

509. (*a*) Money paid into a Sudder treasury by a postmaster will be forwarded with the usual chalán and the Post Office Treasury Pass Book, and will be acknowledged by the signature of the Treasury Officer (or the Accountant and Treasurer in case of sums under R500) in the column provided in the latter.

(*b*) Money paid into a Sudder treasury by a sub-postmaster will be forwarded with chaláns in duplicate and the Post Office Treasury Pass Book; the Pass Book will be signed by the Treasury Officer (or by the Treasurer and Accountant, if the amount is below R500). The duplicate chalán will be retained in the treasury and the original returned signed as above to the sub-postmaster.

510. (*a*) Money paid into a sub-treasury (tehsil or taluk) by a *postmaster* will be accompanied by the Post Office Treasury Pass Book and a single receipt. The Sub-Treasury Officer will attest the entries in the pass book and retain the receipt.

(*b*) Money paid into a sub-treasury (tehsil or taluk) by a *sub-postmaster* will be accompanied by the Post Office Treasury Pass Book and by receipts in duplicate. The Sub-Treasury Officer will attest the entries in the pass book and return the original receipt duly signed.

Page 214—

For the present heading of this Chapter substitute—

Chapter 26—Posts and Telegraphs.

Postal Section.

[*18th List—2-7-17.*]

In the contents at the beginning of Volume I, against Chapt 26, substitute "Posts and Telegraphs—Postal Section," *for* "Post Office," *a against Chapter 27 substitute* "Posts and Telegraphs—Telegraph Secti *for* "Telegraph Department."

[*18th List—2-7-17.*]

Page 214—

For the present heading of this Chapter substitute—

Chapter 26—Posts and Telegraphs.

Postal Section.

[*18th List—2-7-17.*]

Page 215, Article 515.

Substitute the following for this Article :—

515. The Postmaster will inform the Treasury Officer of the manner in which he desires the amount of his letter of credit to be distributed between the district and any sub-treasuries, to be drawn against by himself and his sub-postmasters. If, at any time, payments are required to be made at the district treasury, or a sub-treasury, in excess of the allotment made to it, the Postmaster will sanction an additional allotment by a corresponding reduction in the amounts assigned to specified sub-treasuries or the district treasury. The Treasury Officer and Sub-Treasury Officers will then pass payments against the revised allotments. The redistribution of allotments to sub-treasuries should be communicated by wire (wherever possible) by the district treasury to the sub-treasuries concerned.

14th List—1-7-16.

Letters of Credit.

511. Letters of credit, both ordinary and telegraphic, are issued by the Deputy Accountant General, Post Office and Telegraphs, in charge of Audit offices at Calcutta, Nagpur, Madras and Delhi on civil treasuries in favour of postmasters within their circle of audit to place them in funds for their *cash* requirements, and advices of these credits are sent to the Civil Account Officer on the same day.

512. When funds are required for a sub-postmaster at different treasury from that with which the postmaster himself banks, the latter should obtain from the Deputy Accountant General, Post Office and Telegraphs, a letter of credit on that treasury and then empower his subordinate postmaster to draw against it.

Supplementary Telegraphic Credits.

512A. Should an unexpectedly large demand on any treasury arise, the Deputy Accountant General, Post Office and Telegraphs, will telegraph to the Treasury Officer direct "Credit post—thousand and advise him" and will confirm the telegram on the same day. The Deputy Accountant General will also send the following telegram to the Civil Account Officer concerned "Have placed rupees—credit post." In the case of India, Central Provinces and Bengal treasuries, however, the Civil Account Officer should be consulted demi-officially before the telegram is sent to the Treasury Officer.

NOTE.—The Treasury Officer is not to refuse merely upon the ground that the treasury balance is very low. He may assume that if he accepts the demand, the Accountant General will, if necessary, place him in funds as soon as possible, and he should therefore refuse only if he knows that other demands will have to be met before there is time to place him in funds to meet them.

Payments against Letters of Credit.

513. Payments to the Post Office against letters of credit will be made on presentation of receipts, which will simply show the amount required without mentioning the nature of the charge.

514. A postmaster may empower any of his sub-postmasters to draw against his own letter of credit to any extent that he may specify, intimation being given to the Treasury Officer and his consent obtained.

515. The postmaster will inform the Treasury Officer from time to time of the extent to which he will require funds at any tehsil or sub-treasury to be drawn against by himself and his sub-postmasters. The actual drawings both at Sudder and sub-treasuries will be recorded against the letter of credit as a whole and no objection will be raised to meet demands at head-quarters until the recorded payments *plus* the new demand exceed the credit.

516. When funds are drawn by a postmaster from a Sudder treasury or sub-treasury (tehsil or taluka), he will present his Treasury Pass Book with a receipt. The Treasury or Sub-Treasury Officer will initial the entry in the book and return it, with the money, to the postmaster, retaining the receipt as a voucher in support of the charge in his own account.

517. When funds are drawn by a sub-postmaster from a Sudder treasury or a sub-treasury (tehsil or taluka) he will present his pass book with duplicate receipts. The Treasury Officer will initial the entry in the pass book and return one receipt with a note of payment written across it, with the money, to the sub-postmaster, and retain the other receipt in support of the charge in his own account.

Lapse of Letters of Credits.

517A. Letters of credit in favour of the Post Office lapse at the close of the month for which they were issued.

Refunds not exceeding ₹100.

517B. Payments to the Post Office on account of money order issued by the Treasury Officers in payment of small refunds not exceeding ₹100 are not made in cash, but the amounts are credited to the Post Office in the Treasury Accounts by book transfer.

Revenue Money Orders.

518. Payments to the Post Office on account of revenue money orders are not made in cash, but by transfer on a receipt signed by the postmaster. They are not charged against letters of credit, and may be paid to any amount quite independently of the balance of such credits.

Money Orders in favour of the District Officer.

518A. (*a*) The above rule applies also to money orders in ordinary form issued in favour of the District Officer in payment of revenue under his management. The amount will be adjusted by transfer and intimation given to the clerk concerned for the necessary entries in the Revenue Registers. Ordinary money orders in favour of other Government officers will be paid in cash in the usual course. But in Bengal, money orders in favour of the Deputy Collector or other officer in charge of any department under the District Officer or in favour of the Sub-Divisional Officer, or any officer in charge of any department under the Sub-Divisional Officer, will also be paid by book transfer. All money orders in favour of any other officer of Government in his official capacity will also be paid by book transfer when a written requisition to that effect has been received by the Post Office from the Treasury or Sub-Treasury Officer.

(*b*) With the exception of money orders in favour of a Cantonment Committee, all money orders in favour of any local body entitled to bank at the treasury or sub-treasury will also be paid by book transfer.

Postal Transactions with Native States.

518B. Surplus collections made over under the authority of the Director General of Posts and Telegraphs to Native State treasuries, or amounts drawn from such treasuries for postal purposes at places where there is no Government treasury, are adjusted through the Government treasury with which the Native State banks by transfer debit or credit

Page 216—Article 518.

Substitute the following for the existing article :—

518. Payments on account of revenue money orders are not made in cash; the transactions are adjusted by book transfer on a receipt, in the prescribed form, signed by the postmaster for the total value of the money orders paid to the revenue authorities on each day. The debits to the Post Office raised on this account are not charged against letters of credit.

15th list—1-11-16.

Page 216—Article 518-A.

Substitute the following for the second sentence of Article 518A-(a) :—

"The amount will be adjusted by transfer and necessary entries in the Revenue Registers will be made from the money order coupons or treasury advices as may be arranged by the Accountant General in consultation with the Local Government concerned."

15th list—1-11-16.

to the Postal Department, with corresponding credit or debit to the Native State concerned.

Post Office Registers.

519. All receipts and payments on account of the Post Office will be posted by the Treasury Officer in Registers of Post Office Receipts and Payments. The transactions of each Head Post Office having a separate letter of credit at the treasury should be shown in a separate column subdivided for payments in cash and by transfer. Receipts and payments originating in the Civil Department should not be included under any Post Office, but should be shown in a special column headed "Miscellaneous."

Monthly Verification.

520. At the end of the month the postmaster of every Head Post Office will prepare a copy of his Treasury Pass Book and send it for the Treasury Officer's signature. The entries of receipts and payments must be carefully checked by the entries in the Registers of Post Office Receipts and Payments and reconciled therewith, any mistakes found being corrected by the Treasury Officer under his initials. The Treasury Officer's certificate must in every case be for the actual amounts which have been credited and debited in his account for the month—no more and no less—and the total amounts credited and debited should be written in words. The Treasury Officer's certificate should invariably be dated.

1. In the case of transactions at sub-treasuries, if a sub-treasury receives or pays an amount after the date up to which its accounts are embodied in the books of the district treasury for the month, the Sudder Treasury Officer will cancel the entries and ask the postmaster to include them in the next month. Payments thus excluded will be taken against the next month's letters of credit. Similarly, if the postmaster omits any remittance which has been embodied in the books of the district treasury, the Treasury Officer will add the entry so as to make it agree with the treasury books. If the postmaster is at the head-quarters, the Treasury Pass Book will be similarly corrected.

2. The verification should be confined to receipts and payments of the postmaster concerned; consequently the miscellaneous items in the Post Office Registers will be excluded from consideration.

521. Cancelled.

Postage Stamps.

522. Rules for the custody, supply, and sale of stamps of all descriptions laid down by the Government of India are reprinted as Appendix K.

Posts and Telegraphs

Chapter 27.—Telegraph Department.

Receipts	523	Foreign Telegraph Advances	535
Payments	526	Letters of Credit	536
Assignments	531	Sub-treasuries	541
Bills and Imprest Certificates	532	Payments at a Branch Bank	542
Officers on Tour	533	Pass Book and Verification	543
Advances and Deposits	534	Telegraph Stamps	546

Receipts at Treasuries.

523. Money received on account of Government by members of the Telegraph Department should not be retained in hand, but should be remitted intact to the treasury as soon as possible. But in the case of ~~Divisional Superintendents' offices and of~~ signal offices the money may be kept in hand so long as the cash balance does not exceed a prescribed minimum called the imprest by more than R10.

524. Whenever money is sent to a treasury or sub-treasury the Telegraph Officer who sends it must forward with each remittance a remittance book, on which the Treasury or Sub-Treasury Officer will note his initials as a receipt, and a "chalán" or memorandum of particulars of payment which will be retained (and in the case of a sub-treasury, forwarded with its accounts to the district treasury). The Treasury or Sub-Treasury Officer will furnish the Telegraph Officer with a separate receipt as his voucher for payment. The remittance book will be a simple memorandum book with date, particulars and amount of remittance and place for initials of the Treasury Officer.

525. Officers of the Telegraph Department are prohibited from opening any deposit account with civil treasuries. The only account permissible with a treasury or bank is that of the amount of letters of credit. Every payment made to a treasury must be to the credit of Government as a "Telegraph Remittance."

Payments at Treasuries.

526. The issues of money from treasuries are made only to or by order of officers in recognised charge of offices or ~~sub~~-divisions and are entered in the treasury accounts as remittances (or transfers of public money) from the treasury to the Telegraph Department. They must therefore be acknowledged in the Telegraph Officer's account as received from the particular treasury concerned.

527. Whenever a relief from charge of a ~~sub~~-division or office is ordered on account of transfer, leave, suspension or otherwise, or whenever an officer in charge dies or leaves his post, the ~~Divisional Superintendent~~ Superintendent must advise the Treasury Officer (in Form 72) of the name of the relieving officer as well as the date of transfer of charge, and request that no more bills bearing the signature of the relieved or deceased officer and dated subsequent to his relief or death may be paid. A specimen of the signature of the relieving officer should also be sent to the Treasury Officer.

Page 218—

For the present heading of this Chapter substitute—

Chapter 27—Posts and Telegraphs.

Telegraph Section.

[*18th List—2-7-1*

Page 218, Chapter 27, Article 523—

Strike out the words "Divisional Superintendents' offices and of" *in line 4.*

2nd List—1-6-13.

Page 218, Article 524—

After the words "Sub-treasury officer" in line 3 *add* wi thi brackets "(or the Accountant and Treasurer when the remittanc is under Rs. 500)".

After the words "Treasury officer" in line 7 *add* "or the Accountant and Treasurer, as the case may be".

In line 10 *for* the words "Treasury officer" *substitute* "he Receiving officer".

6th list—1-8-1

Page 218, Article 526—

Read "Divisions" *for* "Sub-Divisions" *in line 2.*

2nd List—1-6-13.

Page 218, Article 527—

Read "Division" *for* "Sub-Division" *in line 1 and insert* "the Director of Circles or" *before* "the Divisional Superintendent" *in line 3.*

2nd List—1-6-13.

Article 527, page 218—

For the words "the Director of Circles or the Divisional Superintendent" *in lines 3 and 4 read* "the Director, Telegraph Engineering or the Postmaster General (Telegraph Traffic Branch) of the circle."

7th List—15-1-15.

Page 218—

For the present heading of this Chapter substitute—

Chapter 27—Posts and Telegraphs.

Telegraph Section.

[18th List—2-7-17.]

Page 219, Article 531—

In line 1 for "Accountants General" *read* "Deputy Accountants General, Posts and Telegraphs," *and in line 2 add* "to Telegraph officers" *after* "them."

[*18th List—2-7-17.*]

Page 225, Article 560(b)—

In class (iii) in this clause for "Postal and Telegraph Departments" *substitute* "Postal and Telegraph Department."

[*18th List—2-7-17.*]

rticle 529, page 219—

For the words "the local Superintendent of Telegraphs" *in line 8 read* "the Director, Telegraph Engineering, or the Postmaster General (Telegraph Traffic Branch) of the circle."

7th List—15-1-15.

Article 529 (note), page 219—

Add the words " the Director, Telegraph Engineering, the Postmaster General (Telegraph Traffic Branch) of the circle or" *before the words* " the Superintendent of a Division" *in line 3.*

7th List—15-1-15.

Article 530, page 219—

For the words "For offices of Directors of Circles" *in line 1 read* "For offices of Directors, Telegraph Engineering and of the Postmaster General (Telegraph Traffic Branch)"

Page 219, Article 531—

In line 1 for "Accountants General" *read* "Deputy Accountants General, Posts and Telegraphs," *and in line 2 add* "to Telegraph officers" *after* "them."

[*18th List—2-7-17.*]

Page 225, Article 560(b)—

In class (iii) in this clause for "Postal and Telegraph Departments" *substitute* "Postal and Telegraph Department."

[*18th List—2-7-17.*]

Page 219, Article 530, Exception—

Add the words "including Delhi" *after the words* "Provincial Head quarters" *introduced by the 16th list of corrections.*

[*17th List—1-4-17.*]

Page 219, Article 530—

For the word " amount " in the last sentence of this Article *substitute* " account."

6th list—1-8-14

Page 219, Article 530—

For "Divisional Superintendents" *in line 1 read* "Directors of Circles."

2nd List—1-6-13.

Article 532, page 219 (as amended by the 5th list of corrections)—

For "Directors of Circles" *in line 4 read* "Directors, Telegraph Engineering"

7th List—15-1-15.

Page 219, Article 532—

Substitute the following for Article 532 as amended by 2nd list of corrections dated 1st June 1913.

"Salary and travelling allowance bills on transfer and contingent or Imprest certificates in Form 69 will be paid on the signature of the officer in charge of a circle or a signal office. All travelling allowance bills for journeys on tour, except those of ~~Directors of Circles~~ must be countersigned before payment."

5th list, 1-4-14.

Page 219, Article 532—

Insert the following Note below this Article :—

"NOTE.—*Vide* exception below Article 530."

6th list—1-8-14.

Page 219, Article 530—

Insert the following as an exception below this Article :—

"EXCEPTION.—Money required to be drawn from the Presidency Banks at Calcutta, Bombay and Madras by heads of circles and officers in charge of Signal offices against assignments should be drawn by means of cheques instead of by presentation of bills (accompanied by a separate receipt) on Imprest Certificates."

6th list—1-8-14.

Page 219, Article 532—

Substitute the following for this article:—

532. Salary bills and contingent or imprest certificates in Form 69 will be paid on the signature of the officer in charge of a circle or a signal office. Bills for travelling allowance will be signed by the officer in charge of a circle or a signal office, but those pertaining to signal offices will be paid only after the countersignature of the Divisional Superintendent.

Page 219, Article 533—

Cancel the para.

2nd List—1-6-13.

528. There are two different methods under which officers of the Telegraph Department are supplied with funds from the treasury:—(1) on bills and imprest certificates, and (2) on cheques against letters of credit.

529. Should a Treasury Officer under proper authority be ever called upon to advance funds to a Telegraph Officer, the amount advanced should be treated as a remittance to the Telegraph Department, and not treated as an advance recoverable. If the advance be in anticipation of a letter of credit it must be regarded as paid on account of that letter and must be noted on the back thereof immediately on its receipt. But such advances are not to be made save in most exceptional cases of emergency and on certificate of the ~~local Superintendent of Telegraphs~~ that he considers them indispensable.

NOTE.—In case of emergency Treasury Officers may advance funds, not exceeding Rs250 at a time, for a personal advance, on the authority of a telegraphic communication from the ~~Superintendent of a Division~~.

530. For offices of ~~Divisional Superintendents~~ and for signal offices the salaries and travelling allowances are paid on presentation of bills, each of which must be accompanied by a separate receipt for the net amount to be paid in money. No telegraph bill should be paid by a Treasury Officer unless there is presented with it a separate receipt. Immediately after payment the bills (endorsed with certificate of the amount paid) should be returned by the Treasury Officer to the Telegraph Officer who presented them, the separate receipts being retained by the Treasury Officer as his vouchers for the debit to "Telegraph Remittances." The bills will be attached by the Telegraph Officer to his cash amount.

Assignments.

531. Accountants General will communicate to Treasury Officers the sums expected to be payable by them on presentation of bills for salaries and travelling allowances and certificates for contingencies, including under the latter head charges on account of petty interruption and ordinary repairs and improvements.

Bills and Imprest Certificates.

532. Salary bills will be paid on the signature of the Divisional Superintendent or of the officer in charge of a signal office. Bills for travelling allowance will be signed by the officer in charge of a signal office, but they will be paid only after the countersignature of the Divisional Superintendent. Contingent or imprest certificates in Form 69 will be paid on the countersignature of the Divisional Superintendent.

Officers on Tour.

533. Divisional Superintendents in the Telegraph Department, when travelling ~~on inspection~~ duty within their respective divisions, may draw their salaries, cash ~~their travelling bills~~ and recoup their contingent imprests from the nearest civil treasury, ~~on a certificate from themselves~~

that the amount is due, accompanied by a receipt for the money in the usual form.

Advances and Deposits.

534. Money required by officers who have no drawing account with the treasury for advances and refund of deposits will be paid on presentation of certificates in Forms 70 and 71 signed respectively by the Divisional Superintendent and the Deputy Accountant General for Telegraphs.

Foreign Telegraph Advances.

535. Balances found to be due to foreign telegraph administra for messages sent by their lines will be paid by Treasury Office presentation of certificates signed by the Assistant Accountant Ge Check Office.

Letters of Credit.

536. For other than signal offices and the offices of Divisional Superintendents funds are supplied in the same way as to the Public Works Department by means of letters of credit (Form 61). These letters of credit should as a rule be in favour of the officer in charge of the subdivision or of an officer holding charge of a construction party and so on—not in favour of particular officers personally—so as to prevent difficulty in case of transfers of charge. A copy of each letter of credit will be forwarded by the Accountant General to the officer in whose favour it is granted.

537. The balance of a letter of credit does not lapse at the end of the official year, but if such balance is not operated on in the meantime, it will lapse six months after the expiration of the financial year in which the letter of credit was issued.

538. If a letter of credit miscarry or be delayed and the officer concerned thereby run short of funds, he may be allowed to draw funds within the limit of the expected letter of credit on producing a notice from the Deputy Accountant General for Telegraphs that the required authority has been issued; but the Treasury Officer will at once report the circumstance by telegraph to the Provincial Accountant General. The officers mentioned in Article 536 can be furnished with funds only by letter of credit and only under the above-stated circumstances in anticipation of its arrival.

NOTE.—It has been settled with the Presidency Banks that their Agents shall be guided by this rule when Government treasuries bank with their branches.

539. The amount of each letter of credit is to be posted in the column of balance in the register of cheques paid (Form 62) and in the drawing officer's pass book (when sent to be written up) as the limit up to which the officers named may draw cheques. The cheques themselves should be charged in the treasury accounts only when they are actually paid. The paid cheques will be sent up by Treasury Officers in support of the debits in their accounts with a covering list working up to the

Page 220—

Add the following note to Article 534 :—

NOTE.—Deputy Superintendents in charge of signal offices may draw from the Treasury advances for officers transferred from their offices in the same manner as they draw salary and travelling allowance bills (Article 530).

2nd List—1-6-13.

Page 221, Article 540—

Insert the following note under this article:—

NOTE.—The provisions of Article 485 apply, *mutatis mutandis*, in cases of loss of cheques drawn by Telegraph officers on civil treasuries.

2nd List—1-6-13.

Page 220, Article 534—

Number the existing Note under this Article as Note 1, and *insert* the following as Note 2 :—

"NOTE 2.—*Vide* exception below Article 530."

th list—1-8-14.

Page 221, Article 541—

Read "Divisional" *for* "Sub-Divisional" *in lines 1, 4 and 9.*

2nd List—1-6-13.

Article 534, Note 1, page 220—

Insert in line 1 "Superintendents in charge of the Agra, Karachi, Rangoon, Lahore, and Delhi offices and" *before the words* "Deputy Superintendents"

7th List—15-1-15.

Page 220, Article 536—

Read "Directors of Circles" *for* "Divisional Superintendents" *in lines 1 and 2 and for the word* "Sub-Division" *in lines 4 and 5 read* "Division."

2nd List—1-6-13.

Article 536, page 220—

For "Directors of Circles" *in line 1 read* "Directors, Telegraph Engineering and Postmaster General (Telegraph Traffic Branch)"

7th List—15-1-15.

Article 534, page 220—

For the words "Divisional Superintendents and the Deputy Accountant General for Telegraphs" *in lines 4 and 5, read* "Postmaster General (Telegraph Traffic Branch) and the Deputy Accountant General, Post Office and Telegraphs (Telegraph Branch)."

7th List—15-1-15.

Article 330, page 220—

For "Assistant Accountant General, Check Office" *in lines 3 and 4 read* "Deputy Accountant General, Telegraph Check Office."

7th List—15-1-15.

Article 538, page 220—

For "Deputy Accountant General for Telegraphs" *in line 4 read* "Deputy Accountant General, Post Office and Telegraphs (Telegraph Branch)"

7th List—15-1-15.

Page 221, Article 542—

Read "Divisional" *for* "Sub-Divisional" *in lines 3 and 7.*

2nd List—1-6-13.

total debit and showing (1) Serial number, (2) Number of the cheque, (3) Amount of the cheque.

540. Money will be drawn from treasuries for sums not less than ₹10 by means of cheques which will remain current for three months only. The officer drawing the cheque will use a separate cheque book for each treasury, and before commencing issue of cheques from any cheque book will advise the Treasury Officer of the number of it and how many cheques it contains. The Treasury Officer will observe the same procedure as regards the cashing of these cheques as for the Public Works cheques.

Sub-treasuries.

541. A sub-divisional officer may obtain funds when necessary from sub-treasuries by means of cheques which should be distinguished by different numbers and letters from those drawn against the sadar treasury. In such case, the sub-divisional officer should give notice to the Treasury Officer, from time to time, of the probable amount of his drawings on such sub-treasuries in order that funds may be duly provided (see however Article 455). The cheques drawn against sub-treasuries will be entered by the Treasury Officer against the letter of credit of the sub-divisional officer just as if they had been drawn directly against the treasury. Bills in the prescribed forms may also be paid on presentation at sub-treasuries by previous arrangements with the District Treasury Officers.

Payments at a Branch Bank.

542. When a branch of a Presidency bank conducts the duties of a Government treasury, the letter of credit may be passed on to the bank if the sub-divisional officer requires funds only at head-quarters; but if he requires fund both at the head-quarters and at a sub-treasury, the Treasury Officer will retain the letter of credit and will provide funds at the sub-treasury, advising the bank of the amount to be placed to credit of the sub-divisional officer at the head-quarters.

Pass Book and Verification.

543. The amount of each cheque paid must be recorded in a pass book (Form 63) which will remain with the drawing officer and be sent by him periodically to be written up by the Treasury Officer from the register of cheques paid. Nothing is to be credited in the register or in the drawing officer's pass book except the letters of credit.

544. When the drawing officer is stationed at the head-quarters of a district the pass book should be sent weekly to the Treasury Officer to be written up and on return should be checked with his cash and cheque books: the pass book of an officer at a distance from the treasury should be sent less frequently, but at regular intervals. If the officer has drawing accounts on more than one treasury, he will, of course, have more than one pass book.

545. At the end of every month the Treasury Officer will furnish each drawing officer with a certificate of balance as follows:—

I hereby certify that the undrawn balance of A. B.,————————at the end of ————————190 is R————————————————————

Telegraph Stamps.

546. Sanctioned permanent advances of telegraph stamps may be made to Telegraph Masters without payment; their value will not be credited in the treasury account but deducted in the *plus* and *minus* memorandum of telegraph stamps, the deduction being supported by the Telegraph Master's receipt and the sanction. The transaction will also be entered in the monthly account (Form 75) sent to the Controller of Printing and Stationery, accompanied by the duplicate receipts of the Telegraph Masters.

547. To prevent inconvenience to the public when treasuries are closed for holidays of more than one day's duration, Treasury Officers are authorised to advance to local Telegraph Masters, without payment, such telegraph stamps as the ~~Divisional Superintendent of Telegraphs~~ may consider necessary; the requisition of the Superintendent will be attached to the receipt for the stamps and will support the reduction appearing in the *plus* and *minus* memorandum.

548. These temporary advances are to be adjusted immediately on the re-opening of the treasury by the return of the unused stamps and the money value of those sold, and care should be taken that no delay occurs in effecting the adjustment. The cash received will be credited in the cash book as proceeds of telegraph stamps sold in usual course, with a corresponding entry in the *plus* and *minus* memorandum; and the full amount of stamps advanced will be shown as returned in the monthly account sent to the Controller of Printing and Stationery and added in a separate entry to the *plus* and *minus* memorandum.

NOTE.—If the stamps are issued and returned in the same month, neither the deduction on issue nor the addition on return need be shown in the *plus* and *minus* memorandum.

In the list of headings at page 218 and the heading above Article 546, at page 222. Read " Postage Stamps " for " Telegraph Stamps."

Page 222, Article 546—

In lines 1 and 4 read ' postage stamps ' for ' telegraph stamps ' and in lines 2 and 8 read " Heads of signal offices." for " Telegraph masters " and for " Telegraph master's receipt " in line 5 read " receipt granted by the head of the signal office " and in line 6 for " monthly account (form 5) " read " monthly statement".

Article 547, Page 222—

In line 3 for " Local Telegraph masters " read " Heads of local offices " and in line 4 read " Postage stamps " for " Telegraph stamps

Page 222, Article 548—

In line 5 read " Postage stamps " for " Telegraph stamps " and in line 8 read " monthly statement " for " monthly account."

Article 547, page 222—

For "Divisional Superintendents of Telegraphs" *in line 4 read* "Postmaster General (Telegraph Traffic Branch) of the circle" *and for* "Superintendent" *in line 5 read* "Postmaster General."

7th List—15-1-15.

Page 222, Article 546 as amended by the 4th List of Corrections :—

Cancel the sentence in lines 5 to 8 "The transaction.....offices."

Page 222, Article 548 as amended by the 4th List of Corrections :—

Substitute the following for the last three lines of this Article :—

"in the latter in a separate entry the full amount of stamps advanced will be shown as returned."

(21st List—2-4-18.)

Chapter 28.—Service Funds.

General Instructions to Treasury Officers 549
Indian Civil Service Funds—
Annuity Funds *550*
Civil Funds *551*
Indian Civil Service Family Pension Regulations . . . *553*
Other Funds—
General Rules *557*
Uncovenanted Service Family Pension Funds *560*
Other Funds—*contd.*
General Family Pension Fund . *563*
Hindu Family Annuity Fund . *564*
Bengal Christian Family Pension Fund *565*
Post Office Insurance Fund . . *565A*
Bengal and Madras Service Family Pension Fund *565B*
Provident Funds *565C*
General Provident Fund . . *565E*

General Instructions to Treasury Officers.

549. (*a*) Treasury Officers have no concern except in the cases mentioned in Articles 550 and 553, with the amount of the deductions from salary or pension bill on account of funds, as the responsibility rests with the drawers of the bills. Treasury Officers will, however, see that the amounts recovered from pay bills on account of the Indian Military Service Family Pension Regulations are those advised to them from time to time for recovery.

(*b*) Subscriptions to the Queen's Military Widows Fund should not be received as they should be remitted by transfer receipt to the Honorary Secretary.

(*c*) No refunds or other payments on account of Indian Civil Service Funds may be made without the express authority of the Comptroller, India Treasuries.

Indian Civil Service Funds.

Annuity Funds.

550. In the case of annuity fund deductions of Covenanted Civil Servants, the Treasury Officer is responsible for seeing that the proper deduction is made.

Civil Funds.

551. Subscriptions tendered by members of the Civil Service as due to Government under the rules of the late Civil Funds are to be received at any treasury in India.

1. An over-deduction from the pay of a Covenanted Civil Servant on account of a Civil Fund can only be adjusted by short deduction in a subsequent bill; refund of an excess deduction cannot, under any circumstances, be made in cash.

2. The Treasury Officer will carry out any instructions he may receive from the Comptroller, India Treasuries, regarding recoveries to be made.

552. The pensions of incumbents on the Civil Funds are not to be paid except under special orders of the Comptroller, India Treasuries.

Indian Civil Service Family Pension Regulations.

553. The Treasury Officer must see that recoveries are correctly made on account of the Indian Civil Service Family Pension Regulations from all European Covenanted Civil Servants who were appointed in 1881, or subsequent years, and he will also receive any subscriptions tendered by any such Civil Servant as due to Government under those Regulations. The following are the names of the senior officers on each establishment coming under this rule:—

On the Bengal Establishment	Mr. E. T. Lloyd.
On the Madras Establishment	,, F. E. Robinson.
On the Bombay Establishment	,, A. C. Logan.

554. The present rates of monthly subscriptions are shown in Appendix No. 11D of the Civil Service Regulations. The subscriptions are required whether pay is drawn or not, and whether the subscriber is on furlough or on service.

555. Donations and disparity fines are payable on marriage; these vary according to age and will be advised to the Treasury Officer by the Comptroller, India Treasuries, on receipt of the intimation of the subscriber's marriage. and disparity fines

556. Donations may be paid in one sum, or in 12 equal monthly instalments. If a donation be paid in instalments, interest on the unpaid portion will be levied at the rate of 4½ per cent. per annum. The balance of any contribution due at an officer's death will be recovered rateably, without interest, from the pensions of his widow and orphans in four quarterly instalments.

NOTE.—The Government of India has ruled that a subscriber may pay his donation in fewer instalments than 12 and may also pay a number of instalments together, before they are due. In such cases interest is calculated only on the unpaid balances due.

Other Funds.

General Rules.

557. (*a*) Deductions are made and subscriptions received under the following rules on account of the various funds specified below.

(*b*) The Treasury Officer is in no way concerned with the amount or rate of subscription. He will receive any amount tendered or deducted under the rules below.

558. A detailed list of the subscriptions realized in cash on behalf of each fund (and in Madras of all subscriptions whether realized in cash or by deduction from pay-bills) showing the date and amount of each receipt and the name of the person on whose behalf it is paid in, will be submitted with the cash account. This list will be a copy of a register maintained in the treasury.

NOTE.—Except in the case of the Bengal and Bombay Uncovenanted Service Family Pension Funds, an important difference with regard to interest is made between subscriptions paid by deduction from pay-bills and subscriptions paid in cash, no interest being allowed for the month of payment on cash subscriptions received after the 4th of the month, whereas subscriptions deducted from a bill bear interest as though they had been received on the 1st of the month. In the certified list of subscriptions, therefore, in Madras, care must be taken to show the two classes in separate money columns, and also to separate the two amounts in crediting the receipt (in the account current with India) for final adjustment to credit of the fund account.

Page 224, Article 553—

Insert "from all non-Europeans admitted to the service in or after the year 1914 and from such other non-Europeans as have been specially permitted to subscribe" after "years" in line 4 of the Article.

Expunge the word "and" in line 4 and commence a new sentence with the words "He will also, etc."

Article 556, page 224—

Insert "and disparity fines" *after* "donations" *in line 1. Omit* "a donation be" *from line 2 and insert* "further" *after* "without" *in line 5 of the article.*

7th List—15-1-15.

Page 224, Article 556—

Substitute 4 *for* $4\frac{1}{2}$ in line 3.

5th list, 1-4-14.

Page 225, Article 560 (*b*) (*iii*)—

Delete the words "the Great Trigonometrical Survey Department, the" from line 5 and insert the following in their place with a bracket at the end :—

"and the Civil and Military Accounts Departments),"

3rd List—30-9-13.

Article 560 (*a*), page 225—

Substitute the following :—

The Bengal Fund was closed to new entrants with effect from 12th November 1900.

1st List—10-3-13.

559. When a subscriber to any fund, whose subscriptions are realized by deduction from pay-bills, etc., is transferred to another district, the Treasury Officer of the district he is leaving should certify on his last pay certificate the fact that he is already subscribing to the fund.

559A. Subscribers to the Provident Funds, who are in foreign service, should subscribe on their "assumed" pay.

Bengal and Bombay Uncovenanted Service Family Pension Funds.

560. (*a*) All Christian men in the service of the Imperial and Provincial Governments in India, and Government pensioners, between the ages of 18 and 70, whose services qualify for pension from the general revenues, are eligible as subscribers to the Bengal Fund, with the following exceptions:—

(1) Officers of the Covenanted Civil Service and of the Army, and officers and engineers of the Royal Indian Marine.

(2) Officers serving in Bombay and Madras who are not liable under the conditions of their service to transfer outside those limits.

(3) Officers who already subscribe to the Bombay Uncovenanted Service Family Pension Fund.

(*b*) The following classes of persons, not being members of the Indian Civil Service, or of the Army, and not being subscribers to the Bengal Uncovenanted Service Family Pension Fund, or the Bengal and Madras Service Family Pension Fund, may become subscribers to the Bombay Fund:—

(*i*) All persons in the service of Government employed on civil duties in public offices within the Bombay Presidency without distinction of creed or country and whose service qualifies for pension from Government.

(*ii*) Persons originally of the above class receiving pensions from Government.

(*iii*) Persons employed by the Government of India in Imperial Departments (such as the Postal and Telegraph Departments, the Great Trigonometrical Survey Department, the Public Works Department, the Military Works Departments, ~~the Great Trigonometrical Survey Department~~, the whose service qualifies for pensions from Government, whose employment is not restricted to any particular province, but who are liable to serve in any part of India.

(*iv*) Persons employed in Local Fund Offices within the Bombay Presidency, whose service qualifies for pension from the General Revenues.

561. Subscriptions may be received both in cash and by deductions from pay-bills, but it is compulsory on subscribers admitted after 9th September 1879 to pay their subscriptions by deduction from their pay or pension bills.

Accountant General

562. New subscribers are admitted subject to the sanction of the Comptroller General, and a copy of such sanction is, when accorded, forwarded to the Audit Officer concerned, who will communicate it to the Treasury Officer, or other disbursing officer who is to receive the subscriptions. Subscriptions may, however, pending the receipt of such sanction, be received from any person who is not manifestly excluded from subscribing by the terms of Article 560. If the sanction is not received within three months from the commencement of the subscription, a report should be made to the Audit Officer, who will send it on to the ~~Comptroller General~~, if necessary.

Accountant General ?

General Family Pension Fund.

563. Treasury Officers will receive any sums tendered in cash by subscribers to this Fund. Subscriptions are not ordinarily paid by deductions from pay bills, etc., but in a few cases they are so received.

Hindu Family Annuity Fund.

564. Subscriptions will be received by Treasury Officers under special instructions of the Accountant General, and under the conditions expressed in paragraphs 3, 5 and 6 of the terms offered by Government and accepted by the Directors, which are reprinted below. On receiving from the Directors a certified copy of the letter of application of an intending subscriber, the Accountant General, after seeing that it contains the acknowledgment demanded by paragraph 5 of the terms quoted below, will give authority to the Treasury Officer named to receive such contributions as the subscriber may tender in cash or by deduction from pay, if he be a Government servant and prefer to so make payment.

"3. The Government of India is, however, willing to receive the funds of the Hindu Family Annuity Fund in deposit, to authorise local treasuries to receive and account for subscriptions and donations to the Fund, and to grant simple interest, at the rate allowed on Savings Bank deposits, on the balances with the Government at credit of the Fund at the end of each month. Interest will be given from the beginning of the month on all sums received into public treasuries during the month by deductions from the pay of subscribers who, being Government servants, may desire to subscribe in this way; but interest on amount received otherwise will be calculated according to the ordinary Savings Banks rules."

* * * * * * * *

"5. The following paragraph should also be added to the letter of application in Form A :—

"In accordance with the condition upon which the Government of India allows certain facilities to the Fund, I have to record that I am fully aware that the Government exercises no supervision over the management of the Fund, and is in no way responsible for its solvency.

"A certified copy of the letter of application containing this record must be forwarded to the Accountant General of the province in which the treasury is situate, where any subscriber desires to pay his subscriptions, before such subscriptions will be received on behalf of the Fund.

"6. Instructions will also be issued by the Government to all officers concerned, to have the following note printed upon all Government pay-bills and appended to all receipts given at any Government treasury and at the Bank of Bengal for money paid to such treasury or bank on account of the Fund :—

"NOTE.—The Government of India exercises no supervision over the management of the Hindu Family Annuity Fund, and is in no way responsible for its solvency."

Article 562, page 226—

Substitute the words "Accountant General, Bombay" *for* "Comptroller General" *in lines 1 and 2 and in the last line of this article.*

1st List—10-3-13.

Bengal Christian Family Pension Fund.

565. Subscriptions may be received under the same rules as apply to the Hindu Family Annuity Fund.

Post Office Insurance Fund.

565A. (*a*) Premia or subscriptions on account of the Fund are usually received by deduction from pay-bills, but in certain circumstances payment in cash is allowed. Premia or subscriptions realised in cash can be received and payments on account of the Fund can be made at Post Offices only.

(*b*) Deductions from pay-bills may be made only under instructions communicated to the insured person's superior officer by the audit officer of his department, who will similarly communicate any commutation by the insured person of his future subscriptions for a lump payment or surrender by him of his policy or contract. A superior officer will, therefore, allow no deductions on account of premia or subscriptions to be made from pay-bills except on account of those duly authorised to subscribe.

(*c*) Insured persons, who have retired from the service and whose pensions are to be paid in India, are allowed the option of deducting their premia or subscriptions from pension bills. The audit officer issuing the Pension Payment Order will in such cases note the amount of the monthly deduction on the Pension Payment Order. The insured person, however, will be personally responsible for entering the correct amount to be deducted in his pension bill; and if he fails to do this on any occasion, it will be open to him to pay the amount into the Post Office.

Bengal and Madras Service Family Pension Fund.

565B. (*a*) The rules of this Fund were issued with Financial Department No. 271-P., dated 14th January 1904. The Fund is for the present under the management of the Comptroller of India Treasuries subject to the general control and supervision of the Comptroller General.

(*b*) Intending subscribers must, in the first instance, apply for admission to the Comptroller of India Treasuries, and the orders of that officer admitting a subscriber to the Fund will be communicated by him to the Audit Officer concerned, who will communicate the same to the Treasury Officer or other disbursing officer who is to receive the subscription.

(*c*) All men in the service of the Imperial and Provincial Governments in India between the ages of 18 and 70, whose services qualify for pension from the general revenues, are eligible as subscribers, with the following exceptions:—

(1) Officers of the Indian Civil Service and of the Army and officers and engineers of the Royal Indian Marine.

(2) Officers serving in Bombay who are not liable under the conditions of their service to transfer beyond the jurisdiction of the Government of Bombay.

(3) Officers who already subscribe to the Bengal and Bombay Uncovenanted Service Family Pension Funds.

(*d*) A subscriber who draws pay, pension or leave allowance from Government, shall, while resident in India, unless specially otherwise allowed by the Comptroller, India Treasuries, for special reasons, pay his subscription by deduction from his pay, pension or leave allowance bill, and he shall be himself responsible for seeing that proper deduction is made before his bill is presented for payment at the treasury.

(*e*) Payment of subscriptions cannot be received in cash except under the orders of the Comptroller, India Treasuries.

Provident Funds.

565C. (*a*) The following Provident Funds have been opened:—

(1) Police Officers' Provident Fund.

(2) Forest ,, ,, ,,

(3) Civil Veterinary Department Officers' Provident Fund.

(4) Northern India Salt Revenue ,, ,, ,,

(5) Financial Department ,, ,, ,,

(6) Opium Department ,, ,, ,,

NOTE 1.—Officers on the graded list of the Geological Survey are permitted to subscribe to the Forest Officers' Provident Fund.

NOTE 2.—On the institution of the General Provident Fund, the existing Service Fund specified above will be absolutely closed to future entrants into Government service.

(*b*) Subscriptions to these funds will ordinarily be realised by deduction from salary bills. Subscriptions in cash will be payable only to the Secretary of the Fund (ordinarily the Account Officer of the Fund) and payment will be made only on the specific orders of the Account Officer and on the personal receipt of the depositor, or, when he is absent from India, on that of his duly authorised agent. In the event of his death, payment should be made only to his legal representative.

565D. When a subscriber to any of these funds is about to retire he should place himself in communication with the Account Officer of the Fund, giving the date of his retirement and requesting that steps may be taken to close his account and pay him the amount due. The Account Officer being satisfied of the correctness of the date should then ask the Treasury Officer who disburses the subscriber's salary to intimate to him the final payment of fund subscription and, when this has been done, should arrange for payment of the amount at credit of the officer.

565E Vide slip *General Provident Fund.*

565E. The rules for the General Provident Fund are given in Annexure A.

Page 228—

For Article 565-E inserted by the 3rd List of Corrections, dated the 30th September 1913, substitute the following :—

National Health Insurance Contributions.

565-E. Under the provisions of the English National Health Insurance Act a contribution of $1\frac{1}{2}d.$ per week is recovered from all British soldiers serving in India and an equal sum is paid by Government on their behalf.

NOTE.—The term "British soldiers" includes warrant and non-commissioned officers and men employed ex-regimentally in Civil or Military Departments in India.

In the case of the soldier's own contribution, the amount should be recovered by deduction from his salary. In the pay bill the contribution should be shown in a separate column, like other fund deductions, against each individual, and the total amount thus deducted in a bill should be credited to 'His Majesty's Indian Government in London,' under a special head "National Health Insurance Contributions." As regards the contribution payable by the Government of India, a separate statement should be prepared showing the contributions (equal to the amounts recovered in the pay bill) of all men included in each pay bill and it should be attached to the pay bill presented at the treasury or to the pay bill discharged by departmental officers from funds obtained on cheques. The account officers concerned will adjust this amount to the credit of His Majesty's Indian Government in London by debit to the Military Department. The debit should be supported by the separate statement referred to above.

The amount of the Government contribution should be calculated as follows: $1\frac{1}{2}d.$ multiplied by the number of Mondays in each month. When pay is drawn for any portion of a week (commencing Monday) the contribution from Government as well as from the soldier will be recovered in full. No contributions are payable for any week (commencing Monday) for which no pay is drawn.

The rate of exchange for the conversion of sterling amounts into Indian currency will be the official rate of $16d.$ per rupee.

A small stock of National Health Insurance Stamps will be maintained at the Treasuries at Bombay, Karachi, Aden, Calcutta and Rangoon for sale to the Masters of British vessels trading abroad and touching at these ports.

Page 228, Article 565-F.—

For " Annexure A " *read* " the pamphlet issued by the Government of India in the Finance Department."

6th list—1-8-14.

For Article 565-E inserted by the 3rd List of Corrections, dated the 30th September 1913, substitute the following :—

National Health Insurance Contributions.

565-E. Under the provisions of the English National Health Insurance Act a contribution of $1\frac{1}{2}d.$ per week is recovered from all British soldiers serving in India and an equal sum is paid by Government on their behalf

NOTE.—The term "British soldiers" includes warrant and non-commissioned officers and men employed ex-regimentally in Civil or Military Departments in India.

In the case of the soldier's own contribution, the amount should be recovered by deduction from his salary. In the pay bill the contribution should be shown in a separate column, like other fund deductions, against each individual, and the total amount thus deducted in a bill should be credited to 'His Majesty's Indian Government in London,' under a special head "National Health Insurance Contributions." As regards the contribution payable by the Government of India, a separate statement should be prepared showing the contributions (equal to the amounts recovered in the pay bill) of all men included in each pay bill and it should be attached to the pay bill presented at the treasury or to the pay bill discharged by departmental officers from funds obtained on cheques. The account officers concerned will adjust this amount to the credit of His Majesty's Indian Government in London by debit to the Military Department. The debit should be supported by the separate statement referred to above.

The amount of the Government contribution should be calculated as follows: $1\frac{1}{2}d.$ multiplied by the number of Mondays in each month. When pay is drawn for any portion of a week (commencing Monday) the contribution from Government as well as from the soldier will be recovered in full. No contributions are payable for any week (commencing Monday) for which no pay is drawn.

The rate of exchange for the conversion of sterling amounts into Indian currency will be the official rate of $16d.$ per rupee.

A small stock of National Health Insurance Stamps will be maintained at the Treasuries at Bombay, Karachi, Aden, Calcutta and Rangoon for sale to the Masters of British vessels trading abroad and touching at these ports.

Alter the number of the present Article 565-E. to 565-F.

Insert the following as Article 565-E.:

National Health Insurance Contributions. 565-E. provisions of the English National Health Insurance Act a of 1½*d.* per week is recovered from all British soldiers serving in I together with an equal sum payable by Government, should be National Health Insurance Stamps. These shall be affixed to th tion Cards which will be sent to the Secretary of the Nationa Commission, England, in due course by Heads of Departments u the soldiers may be employed.

(NOTE.—The term "British Soldier" includes Warrant and Non-Commiss and men employed ex-regimentally in Civil or Military Departments in India.)

In the case of a soldier whose salary is drawn by the head of in which he is serving, the latter will purchase National Health

stamps from the Treasury not by actual cash payment but in the manne indicated below. He will make out a bill for the amount representing th Government Contributions, and present it at the Treasury simultaneously wit the pay bill in which the soldier's salary is included. The recovery to made from the salary and the Government Contribution will be the sa in amount. The Treasury Officer, when passing the bills for paymen will issue stamps in lieu of cash both for the portion representing t recoveries and for the Government Contribution.

The bills for the Government Contribution should be conspicuously mark "Debitable to Army Estimates," as the debits will have to be passe on by the Civil Accounts Department for adjustment on the Milita -books.

Officers who are paid by cheques or bills direct at a treasury will ma their own arrangments for purchasing the stamps, if necessary, through the heads of their Departments. In this case the Government Contribution will be drawn by a distinct entry in the salary bill, whether drawn by th officer himself or by the Executive Engineer, under paragraph 1191 of th Public Works Code, Vol. I.

The amount of the Government Contribution should be calculated follows: 1½*d.* multiplied by the number of Mondays in each mo when pay is drawn for any portion of a week (commencing Monday) Contribution from Government as well as from the soldier. will be recov in full. No contributions are payable for any week (commencing Mon for which no pay is drawn.

The rate of Exchange for sales of National Health Insurance St in Indian currency will be the official rate of 16*d.* per rupee.

NOTE.—The stamps referred to above are also sold for cash to the Masters of B vessels trading abroad and touching at Bombay, Karachi, Aden, Calcutta, and Rang

Page 229, Annexure A.—

Cancel this Annexure.

Annexure A.

RULES REGULATING THE GENERAL PROVIDENT FUND.

Scope of Fund.

The fund will be a general fund open to all civil officers in permanent pensionable and non-pensionable posts in service which is superior within the meaning of Article 396 of the Civil Service Regulations; but it shall not be open to European members of the Indian Civil Service, subscribers to the State Railway Provident Fund, or any class of officers for whom a compulsory family pension fund has already been established.

NOTE 1.—Persons appointed on probation to substantive appointments are eligible to subscribe to the fund.

NOTE 2.—Section-writers who are members of fixed establishments are eligible to join the fund, subscriptions being levied on their actual monthly earnings.

NOTE 3.—Patwaris, whether in inferior or superior service, in permanent employ are eligible to subscribe to the fund.

NOTE 4.—Patwaris, whether in superior or inferior service, in temporary employ and all officers in temporary superior service are, with the consent of the head of their office, eligible to subscribe to the fund; provided that they have been employed or, in the opinion of the head of their office, are likely to be employed for at least three years.

NOTE 5.—Civil officers holding permanent non-pensionable appointments are eligible to subscribe to the Fund.

Conditions of membership of new fund; closure of existing Provident Funds.

2. As regards officers in the service of Government at the date of the institution of the new fund:—

(*a*) Officers in whose case subscription to an existing service fund is optional, or who are not entitled to subscribe to such a fund, will be permitted to join the new fund as optional subscribers at any time.

(*b*) Officers in whose case subscription to an existing fund is compulsory will be permitted to join the new fund as compulsory subscribers at any time within four years after its institution.

(*c*) When subscribers to an existing fund join the new fund, their accounts with the existing fund, including any liability for the refund of advances, will be transferred to the new fund.

(*d*) Officers who join the new fund, whether as compulsory or as optional subscribers, will cease to be eligible to subscribe to any existing provident fund, with effect from the date of joining the fund.

(*e*) The rules applicable to subscribers to existing funds who do not exercise the option of joining the new fund will remain unchanged, but all existing funds will be closed to new subscribers with effect from the date of the institution of the new fund.

3. As regards officers entering the service of Government after the institution of the new fund:—

(*a*) Subscription to the new fund will be compulsory in the case of all Europeans and Eurasians in permanent employ on attaining a substantive pay of ₹100 a month or more.

(*b*) All other officers eligible to join the fund will be admitted as optional subscribers.

(*c*) The existing service funds specified below will be absolutely closed to future entrants into Government service, namely, the Civil Engineers' Provident Fund and the Provident Funds of the Finance, Police, Geological Survey, Opium, Northern India Salt Revenue, Forest and Civil Veterinary Departments.

4. If an officer, who is entitled to subscribe to the new fund, is on foreign service, he shall be subject to these rules, except where otherwise stated, in the same manner as if he were not so transferred.

5. In the case of all officers the privilege of optional subscription will lapse if subscriptions are discontinued (otherwise than on leave) more than three times. In the event of such a lapse of subscription no right to withdrawal of the sum at credit of the subscriber will be recognised other than is provided for in rule 10.

Rate of interest.

6. Compound interest at 4 per cent. will be allowed on subscriptions; but Government reserve the right to reduce this rate at any time for officers who become subscribers to the fund after Government have announced their intention of reducing the rate.

NOTE.—If a subscriber dies, interest will be allowed on the amount at his credit in the fund up to the end of the month in which his death occurs, whether that amount is withdrawn before or after the end of that month. When a subscriber, being in permanent Government service, retires, interest will be allowed up to the end of the month immediately preceding that in which he quits the service. If a subscriber holding a temporary post exercises, on the termination of his appointment, the option, allowed by rule 10 (1), of leaving in the fund the amount accumulated to his credit, interest will be allowed on that amount for not more than a year after the termination of employment. If the depositor subsequently obtains re-employment under Government, deposits not withdrawn will commence again to bear interest from the date on which subscriptions are renewed.

Rate of subscriptions.

7. The monthly subscription must not be less than $6\frac{1}{4}$ per cent. and not more than $12\frac{1}{2}$ per cent. on the salary of each subscriber for the month; and as between these two limits, must be at the rate of either $1\frac{1}{4}$, $1\frac{1}{2}$ or $1\frac{3}{4}$ annas in the rupee. If the officer is on foreign service, the subscription will be calculated on his assumed pay.

A subscriber may alter his rate of subscription with effect from the beginning of any financial year, by giving notice before the end of the preceding year.

In the case of an officer on a permanent establishment, who is detached on temporary duty under Article 376 of the Civil Service Regulations, subscription should be calculated on the salary actually drawn by him in his temporary appointment.

Similarly, in the case of an officer on deputation, subscription should be calculated on salary *plus* his deputation allowance.

Subscription during leave.

8. Subscriptions on leave of any kind will be optional. Subject to the limits of 6¼ and 12½ per cent. they will be calculated on the allowances admissible during leave.

An officer on reinstatement after a period passed under suspension may be allowed the option of subscribing for that period. In the case of an officer who exercises the option of subscribing to the fund during leave without allowances, or on reinstatement after a period passed under suspension without allowances, it is left to the discretion of the Account officer to determine, in each case, the amount on which subscription should be paid, the general principle to be observed being that the subscription should be calculated on half the salary last drawn by the officer before he proceeded on leave without allowances, or was placed under suspension without allowances.

Realization of subscriptions.

9. Subscriptions will be recovered by deduction from pay bills, but they may be made by remittance in cash to the Audit Office when an officer is in foreign service, or is on leave and draws his leave allowances from a Colonial Treasury.

When a subscriber draws his leave allowances from the Home Treasury of the Government of India, his subscriptions may be paid by deductions from leave allowances, the remittances to India being effected by means of the remittance account between England and India, and the credit to the officer's account in the fund in respect of such remittances being given at the rate of fifteen rupees to the pound.

An officer who desires to subscribe during leave must notify his intention beforehand in order to allow of the deductions from his leave allowances being noted in his leave and pay certificate. He will not be permitted to discontinue subscribing during leave.

An officer, who fails to notify his intention to continue to subscribe when proceeding on leave, can subsequently pay his subscription in cash.

Withdrawals on retirement or death.

10. (1) Subject to the provisions of this rule, the sum which accumulates to the credit of an officer in permanent employ will, when he quits the service, become his absolute property and be handed over to him unconditionally. An officer holding a temporary post may, on the

termination of his appointment, either withdraw the amount standing at his credit or leave it in the fund. Any sum so left in the fund may be withdrawn at any time after the cessation of service.

(2) In the event of an officer's death before retirement, or after retirement, but before the money has been handed over,—

(*a*) it will be divided between his widow or widows and children in accordance with any request that he may have submitted, in the prescribed form, which request must state the person to whom sums intended for the benefit of minors are to be paid; or it will be handed to such trustees as the subscriber may appoint by will to administer, for the benefit of his widow or widows and children, the funds standing at his credit at the time of his death;

(*b*) failing such a request, it will be divided in equal shares between his widow or widows and children, to the exclusion of adult sons and of married daughters whose husbands are alive; any sum due to a minor being paid to the minor's legal guardian to be used for the minor's benefit, or, failing a legal guardian, to any person who, in the opinion of the officer whose duty it is to make payment, is entitled to receive it on the minor's behalf;

(*c*) failing a widow and children entitled to participate under (*b*) it will be distributed among other persons in accordance with any request submitted by the subscriber in the prescribed form; and

(*d*) if no such request has been submitted, it will be paid to the legal representative of the estate, as determined by a Civil Court having competence to pass orders in this respect: Provided that, if the sum remaining at the credit of the depositor does not exceed ₨500, it may be paid to such person or persons as the officer making the payment considers to be entitled thereto.

NOTE 1.—A husband may be permitted to make a special application for the exclusion of his wife from the benefits of the Fund, if she has been judicially separated from him. In the absence of such an application the widow should be treated like an ordinary widow and the sum at the credit of her husband should be divided in accordance with the provisions of rule 10 (2) (*b*).

NOTE 2.—In all cases where a request is submitted under clause (*c*) above, the subscriber should be called upon to state whether he has a wife or children, and if it happens that he has a wife (not separated) or children, a request under clause (*c*) should not be entertained.

(3) Government will not be bound by, or recognise, any assignment or encumbrance executed or attempted to be created by any officer during his service, but will recognize to the extent shown in clause (1) (*a*) above any arrangement which a subscriber may make for the disposal by will of the funds standing at his credit.

(4) The sum at credit of the officer is not liable to forfeiture on dismissal or on conviction by a Criminal Court except for an offence for which the penalty of forfeiture of the whole of the offender's property is prescribed by law.

Page 233. General Provident Fund Rule 11, Note 2—

Add the following in the list of officers under this Note.

(3) The Controller of Patents and Designs.

3rd List—30-9-13.

(5) Ordinarily, officers should make their own arrangements at retirement to draw in India the sum at their credit in the General Provident Fund. In the case, however, of depositors who retire in England, the Account officers of the fund shall, on receiving due intimation, purchase sterling bills equivalent to the rupee amounts available for remittance and send the bills to the depositor in England. Where the beneficiaries of a deceased depositor [as determined by rule 10 (1)] are resident in England, the Account officer shall in a similar manner on receipt of due intimation forward the amount of the deposit to them by sterling bills.

Advances for special purposes.

11. No final withdrawal will be allowed until the subscriber quits the service or dies. But when the pecuniary circumstances of a subscriber are such that the indulgence is absolutely necessary, a temporary advance not ordinarily exceeding three months' pay may be allowed from the sum at his credit at the discretion of the sanctioning authority, who shall be—

(*i*) the Local Government, for gazetted officers;

(*ii*) the head of the Department, for non-gazetted officers in receipt of ₹100 *per mensem* or over;

(*iii*) the head of the office, for other officers.

NOTE.—The following officers exercise the powers of a Local Government under clause (*i*) above :—

(1) Heads of the several Departments of the Government of India.
(2) The Comptroller and Auditor General.
(3) The Director General of Posts and Telegraphs.
(4) The Sanitary Commissioner with the Government of India.
(5) The Director General of Archæology in India.
(6) The Surveyor General of India.
(7) The Inspector General of Forests to the Government of India.
(8) The Agricultural Adviser to the Government of India and Director of the Agricultural Research Institute, Pusa.
(9) The Director General of Observatories.
(10) The Director of Botanical Survey of India.
(11) Managers of State Railways.

NOTE 2.—The following officers exercise the powers of the head of a Department under clause (*ii*) above :—

(1) Postmasters General.
(2) Directors of Circles, Telegraph Department.

The following may be recognized as legitimate occasions for advances :—

(*a*) to pay expenses incurred in connection with the illness of a subscriber or a member of his family;

(*b*) to pay for the passage of any member of a subscriber's family coming from beyond the sea to join him, or requiring to make a journey beyond the sea from some urgent cause;

(*c*) to pay expenses in connection with marriages, funerals, or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

NOTE.—Advances, though not confined rigidly to the objects laid down in clauses (*a*) to (*c*) above, will be made with a due regard to the principles contained in those clauses, and regulated with regard to the amount of subscriptions lying to the credit of the applicant.

Advances will be recovered at the discretion of the sanctioning authority in not less than twelve instalments or more than twenty-four. A subscriber may, however, at his option make repayment in less than twelve instalments or may repay two or more instalments at the same time. Recoveries will be made monthly, commencing from the first payment of a full month's salary after the advance is granted, but no recovery will be made from an officer while he is on leave of any kind. Recovery may also be postponed while an advance of pay granted to him on transfer is being recovered. The instalments will be paid by compulsory deductions from salary, and will be in addition to the usual subscription.

NOTE.—Recovery on account of an advance to a subscriber from the General Provident Fund may be postponed while an advance of pay on transfer or an advance under Article 64 (*a*) of the Civil Service Regulations is being recovered.

Substitution of other forms of life insurance for subscription to the fund.

12. Subscriptions to a recognized family pension fund or payments towards a policy of insurance may be substituted for subscriptions to the General Provident Fund at the option of subscribers, subject to the following conditions:—

(*i*) If the subscriptions or payments to be so substituted shall be of less amount than the minimum subscription under rule 7 of these rules, *viz.*, $6\frac{1}{4}$ per cent. per month of the officer's monthly salary, the deficiency shall be paid by the officer as a subscription to the General Provident Fund.

(*ii*) An insurance policy must be on the officer's own life, in which case it is immaterial what form the policy takes, *i.e.*, it may be a life or an endowment or double endowment policy, but it must be such as is legally assignable to Government.

NOTE.—If a policy of insurance is effected by a married man on his own life for the benefit of a sole beneficiary specifically named therein, a formal assignment by both the insured and the sole beneficiary is permissible. An assignment of a policy effected by a married man on his own life for the benefit of more than one beneficiary whether existent or not at the date of the policy is not, in view of the attendant legal difficulties, permissible under this rule.

(*iii*) Government will not make any payments on behalf of officers to insurance companies, nor will they take steps to keep the policy alive. If an officer records on his salary bill that he is making payments to an insurance company or to a pension fund of not less amount than $6\frac{1}{4}$ per cent. of his salary, the Account officer will content himself by demanding periodically to see the receipts or certified copies of the receipts showing that such payments have been made. Failing such receipts he will make the necessary deduction from the officer's salary and place it to his credit in the Provident Fund. Should officers prefer to do so, they

Page 234, Chapter 28, Annexure A, General Provident Fund Rules—

Rule 12.—Insert the following as Note 1 under Rule 12 (II), numbering the present note as Note 2 :—

NOTE 1.—A guarantee policy which ensures the payment of the sum assured in the event of the policy-holder being retired by the Medical Board may be accepted for the purposes of these rules.

1st List—10-3-13.

236, *Chapter 28*—

Page

Insert as rule 12 (ix):—

"

ments (ix) The rules of Insurance companies ordinarily require that assign-
their p shall be registered in their books and subscribers must arrange to send
tration policies for registration of the assignment, or must give notice of regis-
before in accordance with the requirements of the rules of the Company,
the policies are handed over for deposit to the Account Officer."

may make the usual deduction from their pay bills for credit to the Provident Fund and arrange with the Account officer to draw from the fund, at stated intervals, the sums necessary to pay quarterly, half-yearly or yearly premia.

(*iv*) Any sums already at the credit of the officer in the Provident Fund can be withdrawn for payment of premia or for the purchase of a single payment life policy; but the utilization of sums already at credit will not relieve the officer from continuing to make the usual deduction from his current salary within the usual limits of $6\frac{1}{4}$ and $12\frac{1}{2}$ per cent., whether the amount is to be paid into the Provident Fund or towards an insurance policy.

(*v*) (*a*) If a policy of insurance matures, not at death, but after a term of years, the sum accruing shall, with the assent of the assured, be drawn by Government and placed at his credit in the fund at 4 per cent. compound interest.

(*b*) The sum which accumulates to the credit of the officer will be dealt with (on his quitting the service or in the event of his death before retirement) in accordance with rule 10 (1).

(*vi*) In the event of an officer's interest in a recognized Family Pension Fund, any subscriptions to which shall have been substituted under sub-rule (*i*) for his subscriptions to the General Provident Fund, ceasing from any cause whatever or of a policy of assurance, any payments for premia on which shall have been so substituted or withdrawn under sub-rule (*iv*) from sums already at credit of such officer in the General Provident Fund, being allowed to lapse or being assigned, charged, or encumbered (except in favour of Government as hereinafter mentioned), the amounts of the payments or subscriptions so substituted or withdrawn, as the case may be, shall be paid or repaid, as the case may be, by such officer to the Account officer and may in default be deducted from such officer's salary.

(*vii*) A policy, the payment or payments for any premia on which shall under this rule be substituted for subscriptions to the fund or withdrawn from the sums at credit of a subscriber for the same purpose and which has not already been assigned to the Secretary of State for India in Council and delivered to the Account officer under this rule, shall, within ~~one~~ three month of such payment or withdrawal, be so assigned and delivered as security for the payment contingently of the sum which in the event of lapse of the policy or any assignment, charge or encumbrance thereof or thereon will under the last preceding sub-rule become payable by the subscriber to the fund. No payment so made by a subscriber shall be considered as in substitution for any subscription by him to the fund unless and until the life policy shall have been so assigned, and in default of such assignment *within one month* after such payment or

withdrawal, as the case may be, the amount so paid or withdrawn, as the case may be, shall forthwith be paid or repaid, as the case may be, by the officer concerned to the Account officer or may in default be deducted from such officer's salary.

(*viii*) The assignment of a policy under the preceding sub-rule shall be endorsed on the policy and shall be in the following form:—

"I, A.B., of etc., hereby assign unto the Secretary of State for India in Council the within policy of assurance as security for payment of all sums which under rule 12 of the rules of the General Provident Fund I may hereafter become liable to pay to that fund."

A re-assignment to the officer shall be executed and the policy handed back to him unconditionally on his quitting the service. In the event of his death before quitting the service or after retirement but before a re-assignment has been made, such re-assignment shall be executed in favour of and the policy handed to the person or persons entitled to receive it in consequence of his death.

Reservation of power to Government to alter rules.

13. The Government reserve to themselves the power to amend or alter the rules as may be required.

Procedure.

Administration of the fund.

14. The deposits received under the foregoing rules will be credited on the books of the Government to an account named "General Provident Fund." The general administration of the fund will rest with the Government of India in the Finance Department. The Account officers for the various Departments will generally be the local Accountant General, Comptroller, Examiner or Controller of Accounts, as the case may be, who audits the pay bill of the officers and men subscribing to the fund.

The following are exceptions to the above general rule:—

(1) The Accountant General, Post Office and Telegraphs, will be the Account officer for all officers and employés of the Post Office and the Telegraph Department.

(2) The Comptroller, India Treasuries, will be the Account officer for all officers of—

(*a*) the Imperial Customs Service,

(*b*) the Indian Finance Department,

(*c*) the Archæological Surveys, except in Burma, where the local Accountant General will be the Account officer,

Page 235—

Add to condition (IV) of Rule 12 (General Provident Fund) at the end :—

" Except when the officer is on leave and exercises the option allowed by Rule 8 to discontinue subscriptions."

3rd List—30-9-13.

Page 235, Chapter 28, Annexure A, General Provident Fund Rules—

Rule 12 (vii).—Substitute the words "three months" *for the words* "one month" *wherever they occur in this rule.*

1st List—10-3-13.

Page 237, Annexure A, Chapter 28, General Provident Fund Rules—

Rule 16.—Substitute the following for the last sentence of this rule:—

It will be added to the principal at the end of the year except when the account is to be finally closed.

1st List—10-3-13.

Add the following as rule 21 to the rules concerning G. P. Fund on page 237, Annexure A, Chapter 28 :—

" Sums remaining unclaimed for a period exceeding six months should be transferred to " deposits " at the end of each year and be dealt with under the ordinary rules relating to " deposits."

(*d*) the Imperial branch of the Civil Veterinary Department,

(*e*) the Imperial branch of the Agricultural Department, and

(*f*) the Imperial branch of the Forest Department, except in the case of Forest officers serving in the Madras and Bombay Presidencies, where the local Accountants General will keep the accounts of officers belonging to the Imperial as well as of those belonging to the Provincial branch of the service.

In the case of officers on foreign service the Account officer who watches the recovery of pension contribution under Article 772, Civil Service Regulations, will be the Account officer for the purpose of the fund.

15. A depositor must, when paying his subscription, whether his subscriptions to the fund are recovered by deduction from bills or paid in cash, specify the number of his account which will be communicated to him by the Account officer concerned.

16. Interest under rule 6 will be allowed for each calendar month upon the minimum balance of the depositor's account between the close of the fourth day and the end of the month. ~~It will be calculated monthly, but will not be added to principal until the end of the official year except when the account is to be finally closed~~. See Sup.

Yearly advice to depositors.

17. As soon as possible after the close of each year, each depositor will receive a statement of his account with interest made up to 31st March. Depositors are required to satisfy themselves as to the correctness of these statements; and unless errors in them are brought to the notice of the officer rendering the account within one month from the date of their receipt, Government will not be responsible for any sums not included in the account.

18. Any depositor may, once in the official year, but not oftener, receive, on application to the Account officer concerned, a copy of his account for the last official year and for so many months of the current year as may have been posted and agreed.

19. When under rule 12 of these rules a subscriber pays from the sum at his credit in the Provident Fund premia upon a policy of insurance or subscriptions to a recognized pension fund, the Account officer shall indicate the exact account procedure to be followed.

20. The Account officer concerned will endeavour to secure by the issue of reminders that all depositors shall submit in the prescribed form the "request" provided for in rule 10 (1) (*a*) of the rules. Each depositor should be invited to revise this declaration at least once a year. All such declarations still in force should be carefully recorded.

G. P. F. No. 9. Depositor No.

The General Provident Fund.

Form of Declaration.

(*For** *depositor.*)

I hereby declare that in the event of my death the following persons shall be entitled to receive payment of the amount to my deposit in the General Provident Fund in the proportions noted against their names and I make this my will so far as regards such deposit.

I also request that the amount payable as above to the minors be paid to the person named below.

Name and address of the nominee.	Relationship with the subscriber.	Whether major or minor. If minor state age.	Share of the deposit payable.	Name and address of the person to whom share is to be paid on behalf of minor.	Sex and parentage of person referred to in previous column.

Signature_____

Two witnesses to signature_____

* Here state married or unmarried.

Page 238—

Omit General Provident Fund Form No. 9 (Form of Declaration).

6th list—1-8-14.

Article 566A, Rule 1, page 239—

Read in continuation:—

Such coins (chief among which are the coins known as 'Furrukhabad' and 'Murshidabad' rupees) will be received at Treasuries at the following rates:—

(1) at 8 annas a tola, for each tender of 500 coins or less; and

(2) for amounts in excess of this number, at bullion value calculated at the market rate of silver of the day, to be ascertained from the Comptroller-General.

Chapter 29.—Coin.

Kinds of Coin	566	*Disposal*	*588*
Exchange of Small Coin	569	*Remittances from Railways to the Mint*	*590A*
Coins under the Native Coinage Act	572A	*Rupee Census*	*591*
Conditions of Currency	*573*	Uncurrent Copper Coin	592
Persons authorised to cut, etc.	*575*	Foreign Coin	597
Counterfeit Coin	*579*	Small Coin Depôts	599
Diminished and Defaced Coin	*582*	Storage of Coin	603
Coin called in by Proclamation	*586*	Annual Estimate	605
Defective Silver Coin	*587*		
Returns	*587A*		

Kinds of Coin.

566. Under the Indian Coinage Act (III of 1906), the following coins may be issued:—

(*a*) Silver.—Rupee piece, half-rupee (or 8-anna piece), quarter-rupee (or 4-anna piece) and eighth-rupee (or 2-anna piece). The standard weight of the rupee piece is 180 grains Troy, the other silver coins being of proportionate weight;

(*b*) Nickel.—One-anna piece, the standard weight of which is 60 grains Troy; and

(*c*) Bronze.—Single pice or quarter-anna, half-pice or one-eighth of an anna and pie or one-twelfth of an anna. The standard weight of the pice is 75 grains Troy, the other bronze coins being of proportionate weight.

The rupee and half-rupee are legal tender to any amount and the quarter-rupee and eighth-rupee for any sum not exceeding one rupee, provided they satisfy the conditions of currency laid down in the Act. The nickel and bronze coins are legal tender for any sum not exceeding one rupee.

566A. All silver coins coined and issued under Acts XVII of 1835, XXI of 1838, XIII of 1862 and XXIII of 1870 and declared by those Acts to be legal tender are still legal tender under the new Coinage Act, provided they satisfy the conditions of currency laid down in that Act. All copper coin, including double pice, coined and issued under Acts XXI of 1835, XXII of 1844, XIII of 1862 and XXIII of 1870 and declared by those Acts to be legal tender, are still legal tender under the new Act for any sum not exceeding one rupee.

1. Silver coins issued before 1st September 1835—that is to say, all silver coins issued by the East India Company bearing merely inscriptions in native character—have been called in by Financial Notification No. 2466 (*Gazette of India*, 8th December 1877), with effect from the 1st June 1878, on and after which date they ceased to be legal tender the only silver coins which remain so being those which bear as device the head of the reigning sovereign (King William IV, or Queen or Empress Victoria).

2. Authorities in British India adjoining Native States should be observant of the importation and circulation in their districts of the currencies of those States which have not been coined under the Native Coinage Act, IX of 1876, and should report to Government any indications of renewed importation. When such foreign coin is believed to be in circulation, the public should be warned that it is not recognised by Government and will not be accepted at post offices, treasuries, railway stations or by local bodies.

567. Gold coins, whether coined at His Majesty's Royal Mint in England or at any Mint established in pursuance of a proclamation of

His Majesty as a branch of His Majesty's Royal Mint, are also legal tender under Act III of 1906 at the rate of ₹15 per sovereign, provided they satisfy the conditions of currency.

These coins are:—The sovereign and the half-sovereign. They should be received at all treasuries in British India and its dependencies in payment to Government on any account, provided they satisfy the conditions of currency. Any treasury having a stock of sovereigns may issue them to anyone who asks for them in exchange for rupee, or in payment of claims against Government.

1. The conditions of currency are (1) that the coins have not been called in by any proclamation under the English Coinage Act of 1870, or (2) that they have not lost weight, so as to be of less weight than that for the time being prescribed as the least current weight.

2. The gold coins mentioned in this rule have not been called in by proclamation and the least current weights for sovereigns and half-sovereigns are 122·5 and 61·125 grains respectively. Minimum weights for testing these are obtainable from the Calcutta Mint on applicaion to the local Accountant General.

3. Sovereigns and half-sovereigns, even though below the least weights mentioned in Note 2, will be received at Government treasuries at the following rates, *viz.* :—

(1) When such coins have not been reduced by more than 3 grains below standard weight, *i.e.*, are not less in weight than grains 120·27447 and 58·63723 respectively (the standard weight being 123·27447 and 61·63723 grains respectively)—at their face value.

(2) When such coins are of less weight than 120·27447 and 58·63723 grains respectively—at their bullion value by weight.

Provided that such coins have not been illegally dealt with, *i.e.*, have not been impaired, diminished or lightened otherwise than by fair wear and tear, or defaced by having any name, word, device or number stamped thereon, whether the coin has or has not been thereby diminished or lightened. Coins below the least weights received under this Note should not however be re-issued to the public, but should be remitted to central treasuries or to the Mint from time to time under orders of the Accountant General. Coins which are of less weight than 120·27447 and 58·63723 grains will be paid for at the rate of 8·2183 grains or ·045657 tola for one rupee. Minimum weights for 120·27447 and 58·63723 grains are obtainable from the Calcutta Mint on application to the local Accountant General.

4. Sovereigns and half-sovereigns to which solder or other metal has been attached will also be accepted at Government treasuries, but in determining their weight, the weight of such solder or other metal should not be taken into account. If after removal of the solder the coins do not weigh less than 120·27477 and 58·63723 grains, they will be accepted at their face value; otherwise they will be paid for at the rate of 8·2183 grains or ·045657 tola for one rupee.

567A. On the first working day of each month a statement in Form 73 must be sent by every Treasury Officer to the Accountant General showing the receipts and issues of gold in the treasury during the month (including receipts by weight), and the opening and closing balances which must agree with those reported in the Cash Balance Report. Similar statements in the same form, giving the necessary information for the periods ending the 7th, 15th, 22nd and last day of each month, should also be sent to the Accountant General on the first working day after the close of the periods to which the statements relate.

568. Copper, bronze, nickel and small silver coin will be received in payments to Government to any amount, although they are legal tender only for a sum not exceeding one rupee.

NOTE.—Treasury Officers should also exchange worn small silver coins presented by Government officers for that purpose, provided that such exchange causes no inconvenience to the treasury and that the coins have not been fraudulently defaced or have not lost more than 25 per cent. in weight.

Article 567, para. 2, page 240—

Substitute the following for the first sentence of para. 2:—

"The coins generally in circulation are the sovereign and half-sovereign, but two-pound and five-pound pieces have also been issued from the Royal Mint."

[*9th list—1-7-15.*]

Page 240, Article 567, Note 4—

Substitute 120·27447 *for* 120·27477 in line 4 of the above note.

13th List—1-4-16.

Exchange of Small Coin.

569. Bronze and copper, nickel and small silver coins should be issued freely to persons wishing for them, either in payment of claims against Government or in exchange for rupees or sovereigns or for currency notes which the treasury may be cashing. There should be no objection to issuing such coins so long as there are any in stock and a further supply should be asked for as soon as it is required.

NOTE 1.—Care is also to be taken to let it be openly known that all small coins are obtainable both at the district and sub-treasuries, without obstacle and without charge for exchange, and to secure that they really are so obtainable.

NOTE 2.—Copper coin of British mintage is supplied to Native States under Financial Department No. 4791, dated 7th November 1882. The issues are made under special order of the ~~Comptroller-General~~, the Native State paying full nominal value and the Government of India paying cost of carriage (whether defrayed by it or by the Native State) to the place where the coin is required for issue. The coinage of pure copper having been stopped under Act III of 1906, this supply will in future be made in bronze or copper or partly in bronze and partly in copper as convenient. Nickel coins are also supplied to Native States on the same terms as bronze. Controller

NOTE 3.—Supplies of small silver coin should ordinarily be made to Native States from the nearest Provincial capital or Presidency town, and the actual cost of such remittances charged to the States. When a supply has to be made from elsewhere, the charge should be limited to the cost of remittance from the nearest Provincial capital or Presidency town. The incidence of the cost of remittances to the Alwar State is regulated by special orders.

570. (*a*) The Government of India have also directed the free issue of silver in exchange for legal-tender copper, bronze or nickel coin in parcels of the value of not less than two rupees at every treasury, sub-treasury and currency office throughout British India, and also at the Presidency Banks and their branches.

(*b*) Whenever large bodies of men are assembled on public works under construction for purposes of famine relief or otherwise, the local authorities should make special arrangements to supply silver on the spot in exchange for the legal-tender copper, bronze or nickel coin which may be collected by the purveyors or foremen at such assemblages.

NOTE.—Legal-tender copper, bronze or nickel coin received by the Banks under these orders will be subject to the operation of the tenth and eleventh clauses of the Agreement with the Bank of Bengal and the eleventh and twelfth clauses of the Agreements with the Banks of Madras and Bombay; and the Comptroller General or Accountant General, as the case may be, will, under the sixth clause of the Agreement with the Bank of Bengal, the eighth clause of the Agreement with the Bank of Bombay and the seventh clause of the Agreement with the Bank of Madras, pass bills for the cost of remitting elsewhere surplus legal-tender copper, bronze and nickel coin which may accumulate in any Bank or Branch Bank.

571. The object of the orders in the last rule is to prevent legal-tender copper, bronze and nickel coin from circulating at a discount; it is believed that if they are carefully obeyed, such a state of things can never occur. If nevertheless legal-tender copper, bronze or nickel coin does at any time, or anywhere, circulate at a discount or at a premium, the circumstances should be immediately reported to the Local Government and by the Local Government to the Government of India, with full explanation of the supposed causes of it and of the measures taken to remedy it.

572. Care must be taken not to receive, whether under these orders or otherwise, at any treasury, sub-treasury, or currency office, any copper, bronze or nickel coin that is not a legal tender under the Indian Coinage Act, 1906.

NOTE.—Copper coin bearing the device of a pair of scales, or any coin which may have been ordered to be withdrawn from circulation may, however, be received.

Coins under the Native Coinage Act.

572A. Under the Native Coinage Act (Act IX of 1876) the Government Mints may coin money for Native States, such coin being identical in weight and fineness with British Indian coin and being legal tender in British India. The two Native States of Alwar and Bikaner have accordingly ceased minting for themselves both silver and copper coin, and are supplied with coin minted for them under the Act by the Government of India. These coins were declared legal tender in British India by Government of India, Foreign Department, Notifications Nos. 557-F. and 1984-I., dated 9th November 1877 and 6th June 1893, respectively. The Native States of Dhar and Dewas have also ceased to mint copper coin only, and are supplied with bronze (formerly copper coins) struck under the Act at the Government Mints. These coins were also declared to be legal tender by the Government of India, Foreign Department, Notifications No. 171-I., dated 13th January 1888, and Nos. 1194-I. and 1198-I., dated 18th March 1889. The Native State of Sailana has undertaken to abstain from bronze or copper coinage under certain conditions and is supplied with bronze coins struck under the Act by the Government of India. They were declared to be legal tender in Government of India, Foreign Department, Notification No. 4366-I.A., dated 17th December 1908.

Uncurrent Silver Coin.

Conditions of Currency of Silver Coin.

573. Section 12 of Act III of 1906 provides that—

(1) The rupee and half-rupee shall be a legal tender in payment or on account: provided that the coin—

(*a*) has not lost in weight so as to be more than two per cent. below standard weight; and

(*b*) has not been defaced.

(2) The quarter-rupee and eighth-rupee shall be a legal tender in payment or on account for any sum not exceeding one rupee: provided that the coin—

(*a*) has not lost in weight so as to be more than such percentage below standard weight as may be prescribed as the limit of reasonable wear; and

(*b*) has not been defaced.